

## Kingsdown School



<b>Job Title:</b>	Assistant Site Manager
<b>Hours:</b>	22.5 hours (14.30 – 19.00)
<b>Weeks per year:</b>	52 weeks per year
<b>Salary:</b>	Level 5 Points 8-12
<b>Responsible to:</b>	Site Manager / Head Teacher
<b>Liaison with:</b>	All school staff, pupils, parents, MAT staff, Governors, LA staff, Health Authority staff, members of the community, Professionals in CDC and delivery staff.
<b>Main Purpose of the Job:</b>	With vision maintain and improve the school building and grounds to a good to outstanding standard. Deputise for the Site Manager in his absence

### Principle duties and Responsibilities

- Deal with enquiries regarding the premises from officers and other employees of the Local Authority, NHS, workmen, contractors, overseeing and managing their activities on school premises.
- Carrying out security procedures for school buildings and grounds.
  - The routine and when requested non-routine closing of school premises and grounds.
  - Operation of the burglar alarm systems and key holder responsibilities.
  - Carry out security procedures for the CDC Building.
- Monitor and manage to ensure the standards of cleanliness of the school premises are of a high standard and when required report any deficiencies to the Site Manager. Includes liaising with on site Cleaning Supervisor about day to day cleaning issues and when required report any problems to the Site Manager.
- Draw the attention of the Site Manager to any repairs or maintenance required at the school that is beyond the competence of the Assistant Site Manager. Carry out DIY tasks as required around the school. Carry out first line repairs and essential maintenance.
- Ensure that all areas within the grounds of the school are free from litter and that all drains and gullies are free-flowing and clean.
- Take delivery of large deliveries of stores, materials and other goods and convey them to the appropriate area of the school.
- Porterage and handy person duties. Ensuring that adequate supplies of cleaning materials are available in school. Ensuring that all caretaking equipment is in a safe and working order. Reporting shortages and faults to the Site Manager.
- Each day ensure that all toilets have adequate supplies of toilet rolls, hand towels, soap etc.

- Where appropriate prevent trespass and the unauthorised parking of vehicles on the school premises or grounds.
- With the Site Manager plan and carry out routine work.
- Ensure the operation of the pool plant and swimming pool are in good working order so that all pupils are safe to use the swimming pool.
- Ensure good working order of the school's heating plant to ensure the required temperatures are maintained in the school premises and an adequate supply of safe hot water is available.
- Ensure good working order of the school's air handling system.
- Assist Health and Safety Coordinator to disseminate health and safety information to all staff and ensure adequate arrangements are made for:
  - Accident reporting and investigation including HSE reports
  - Emergency evacuation procedures
  - Matters raised by staff are dealt with promptly and appropriately
  - Assist with all aspects of health and safety, policy and practice
  - Liaise with safety representative
  - Monitoring the Health and Safety policy
  - Assist to ensure safety and maintenance of school minibuses
  - Assist to ensure safety and maintenance of hoists
  - Assist to ensure accuracy of asbestos register and drawing any risks to relevant parties
- To cover all jobs of the Site Manager when he is absent.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head Teacher.

## **KINGSDOWN SCHOOL**

**PERSON SPECIFICATION:** Assistant Site Manager

The Candidate appointed will:

1. Be able to make a positive contribution to the life of the school.
2. Demonstrate a breadth of outlook.
3. Have a lively mind and demonstrate the capacity for enthusiastic involvement.
4. Show an understanding of and an empathy with children.
5. Be able to work well as a member of a team.
6. Communicate well with staff and pupils.
7. Be friendly, reliable and efficient.
8. Liaise with surveyors and manage contractors on site.
9. To have the skills of a trade associated with premises or at least be competent with D.I.Y. skills and repairs.
10. To be able to maintain the swimming pool. (Where necessary after training)
11. Be a driver willing to undertake training necessary to drive pupils in the school vehicle.
12. Be able to master ongoing Health and Safety requirements as instructed, as these relate to the school.