



## PHILIP MORANT SCHOOL & COLLEGE

### Job Description

ROLE:	Assistant Site Manager
BASED AT:	Philip Morant School
SALARY SCALE:	Scale 6
HOURS:	37 hours, 52 weeks per year on a shift basis. Hours may be variable to suit needs of the job and include a split shift, AM and PM working pattern.
LINE MANAGER:	Site Manager
MAIN JOB PURPOSE:	To carry out a range of facilities duties including security and supervision of the site, cleaning and maintenance, portage and to deputise for Site Manager when necessary.

### Main Duties and Responsibilities:

#### Site Management and Development

- Carry out preventive maintenance and first line repairs as instructed
- Undertake painting and decorating tasks in line with the maintenance programme established by the Site Manager.
- Monitor the standards of cleanliness of the premises and furnishings.
- Ensure that all areas within the site are free from litter and that all drains and gullies are free-flowing and clean.
- Operate the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available.
- Ensure that all facilities and cleaning equipment is in a safe working condition and arrange for repair as appropriate.
- Carry out routine procedures and checks on ancillary equipment.
- Ensure the prompt movement of all goods and equipment to the appropriate areas.
- Complete statutory checks across the School site as supervised by the Site Manager.
- Assist with the statutory maintenance programme, including escorting all external contractors around site and being a direct point of liaison
- Be responsible for undertaking in-house remedial work to reduce overheads (to include glazing, decorating, carpentry & minor electrical works).

#### Security

- Unlock and lock windows, gates and doors around the site at the required times.
- Ensure alarm system is set each night.
- Patrol the exterior of the school premises to ensure that fences and gates are secure and repair damage as required.
- Check the functioning of fire bells and assist with fire drills.
- Respond to alarm calls outside of normal working hours.
- Be a direct liaison with the alarm company and take responsibility for reporting any adjustments to the Site Manager.

#### Finance

- To support the Site Manager in raising and placing orders via the School finance package in line with MAT financial policies and regulations.

## **Cleaning**

- To supervise and support the internal cleaning function - including quality assurance checks, cleaners PMR's and procurement of products.

## **Health and Safety and Risk Management**

- Ensure duties are carried out in accordance with school based policies and health and safety procedures
- Take responsibility whilst walking the site to rectify, report and manage any risks
- As above, be responsible and a direct liaison for all statutory checks within the Facilities team and support others in achieving these targets
- To comply with individual responsibilities in accordance with the role of Health and Safety in the workplace

## **Lettings, School Events and Income Generation**

- Oversee hire of the school premises on a lettings basis as requested and assist in ensuring requirements of the hirer are met
- Ensure facilities are available as necessary for all after school events
- Ensure that the school is returned to normal following any out of school events or activities

## **General**

- To carry out any other reasonable tasks as may be required by the School
- To adopt a flexible attitude to the working hours to cover other site staff absences and during school closure periods