

## **JOB DESCRIPTION**

<b>Title of Post:</b>	<b>Assistant Site Manager</b>
<b>Grade:</b>	<b>Scale 6 within the range 12-17</b>
<b>Hours:</b>	<b>25 hours per week, full time weeks per year (52.14)</b>
<b>Responsible to:</b>	<b>Site Manager</b>
<b>Liaison with:</b>	<b>School Staff and External Community</b>
<b>Place of work:</b>	The role covers: Richard De Clare Community Academy
<b>Job Purpose:</b>	<ul style="list-style-type: none"><li>• To ensure statutory compliance, policies and guidelines are adhered to.</li><li>• Documentation is compliant and efficiently filed with remedial works actioned in a timely manner and within budgets.</li></ul>

## **DUTIES**

The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the postholder.

## **REGULATIONS**

- To ensure the site has in-depth risk assessments which are reviewed annually or sooner if there is a significant change.
- Keep up to date with legislation and statutory guidelines set by government and other regulatory bodies, provide guidance to all staff.
- Develop programs and practices with implementation and monitoring thereby ensuring the site is compliant in health and safety and premises practices, including safeguarding as led by the Safeguarding Lead (this list is not exhaustive).

## **PROJECTS & MAINTENANCE**

- To oversee maintenance schedules and evaluate reports, liaising with Compliance and Operations Director on remedial action required.
- Oversee or where required participate with In-house repairs or renovations to the site which are not beyond the scope and capability of the postholder/s.
- Liaise with contractors for projects or maintenance ensuring documentation is compliant and safe operations have been agreed and adhered to.

## **DOCUMENTATION**

- Ensure all site documentation is compliant and filed efficiently.
- Produce an overall compliance report termly for the site.

## SAFETY

- Ensure appropriate checks are completed and relevant action taken to ensure site is safe.
- Monitor and audit practices and maintain all records to certify compliance.
- Conduct Health and Safety termly site inspections and report findings, documenting any action taken or to be taken.
- Ensure staff are appropriately trained to complete tasks assigned within Site roles.
- Be risk aware and assist in managing risk on site.

## TIME MANAGEMENT

- Liaise between Headteacher and other site staff to ensure smooth operational running.

## CLEANING

- Oversee daily cleaning, conducting spot checks of each area, report findings and rectify issues.
- Ensuring that adequate supplies of cleaning materials and other supplies are available.
- Ensuring that all areas within the site are free from litter and that all drains and gullies are free flowing and clean.

## SECURITY & SUPERVISION

- To act as a key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside of normal working hours as a result of break-ins etc and setting off of the burglar alarms.
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- Attempting to prevent unauthorised access onto the school premises or grounds. (Note: in fulfilling this responsibility all employees are expected to work within established school procedures and the Code of Practice No. 32(S) Managing Violence in Schools).
- Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage.
- Washing and cleaning of filters and replacing bulbs/tubes.
- Carrying out first line repairs and maintenance which are not beyond the scope and capability of the post holder or allocating to other site team members if appropriate.
- Drawing the attention of the appropriate authorities via the Head of school to any repairs or maintenance work required at the premises which is beyond the competence of the site staff.

## FINANCE

- Liaise with individual Head of school and Finance Director regarding costs and commitments for the site.
- Manage repairs and maintenance budgets for the site.
- Liaise with suppliers to find value for money for contracts or supplies.

## ADDITIONAL RESPONSIBILITIES

- Take delivery of materials and any other goods and conveying them to their points of distribution.
- Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost protection measures.
- Planning of own workload.
- Undertaking letting and related duties as part of the site team rota. Preparing the school premises and site for in/out of school activities.
- It will be a necessary requirement of the post to hold a valid 4 day First Aid Certificate. (Training can be provided)

## **GENERAL**

Such other duties relating to the use of the premises and site as may be necessary from time to time in accordance with established local practice or with the reasonable requirements of the school and Local Governing Body.

The duties may be varied by the Head of School and/or Local Governing Body to meet changed circumstances in a manner compatible with the post held.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

It is a requirement to:

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all Trust and school policies are adhered to.

## SITE MANAGER SPECIFICATION

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Experience of caretaking and/or buildings maintenance/security
	Knowledge of relevant policies and procedures	Health & Safety Legislation, Statutory Compliance and guidelines. Knowledge of First Aid
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake general mathematical calculations
	Technology	Good knowledge of security, heating plant and other building systems Ability to undertake DIY tasks Able to use Excel, Word and Outlook
	Driving Licence	Driving licence is preferable
<b>Communication</b>	Written	Ability to complete forms, write letters and reports
	Verbal	Ability to exchange complex verbal information clearly
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges
<b>Working with children</b>	Behaviour Management	Understand the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the schools within the Trust
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with others
	Team work	Ability to make a distinctive contribution to the work of the team
	Information	Contribute to the development and implementation of effective systems to share information
<b>Responsibilities</b>	Organisational skills	Excellent organisational skills Ability to remain calm under pressure
	Line Management	Ability to supervise and monitor the work of others
	Time Management	Ability to manage own time effectively Demonstrate a flexible approach
	Creativity	Demonstrate ability to resolve complex problems independently
<b>General</b>	Equalities	Awareness of and commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures as advised by the Safeguarding Lead
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance

**NOTE:** This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the holder of the post.