



## **SIGMA TRUST**

### **ST HELENA SCHOOL JOB DESCRIPTION**

<b>Job Title:</b>	Assistant Site Manager
<b>Job Scale:</b>	5 Points 8-11
<b>Responsible to:</b>	Site Manager
<b>Hours/Weeks:</b>	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.

#### **Purpose of Job:**

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 required.

#### **Main Duties and Responsibilities:**

##### **Security and Supervision**

- To line manage the Caretakers and the Cleaners, organise their work and manage the performance of direct line staff.
- To ensure that routine procedures, inspections and servicing for the effective operation of the site are carried out.
- Implement policies for emergency situations and incidents to assure the safety of all persons on site and minimise disruption.
- Act as the keyholder, carrying out security procedures for the buildings and grounds, the routine and non-routine opening of premises and grounds, all calls outside normal working hours as a result of break-ins etc. and/or the setting-off of the burglar alarm or fire alarm.
- Attempting to prevent unauthorised access onto the school premises or grounds.
- Provide access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations where appropriate.
- To be responsible for the day-to-day management of contractor activity on site.
- To assume initial responsibility for the resolution of all site-related issues and to identify and prioritise maintenance requirements through a weekly 'maintenance walk'.

##### **Health & Safety**

- Ensuring the implementation and compliance with appropriate Codes of Practice throughout the school in liaison with the Health and Safety Officer.
- Ensure that the Site Team observe Health and Safety procedures and attend any appropriate Health and Safety training in relation to their role.



### **Building Works, Caretaking and Maintenance**

- To be responsible for the day-to-day management of contractor activity on site.
- Supervising the carrying out of routine procedures and inspections on equipment.
- Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major incident.
- To arrange for the caretaking team to carry out first line repairs and maintenance which are not beyond the competence of staff.
- Ensuring that all areas of the site are free from litter.
- Ensuring all caretaking equipment is in a safe and working condition and arranging for their repair as appropriate.

### **Other Duties**

- Responsible for keeping Lettings diary and associated administration.
- Arranging for keys to be cut.
- Servicing, MOT and maintenance of School Mini Bus.
- Carry out, with the Facilities Manager, inspections of the school as directed.
- Carry out, with the Facilities Manager audits of school equipment and assets as directed.

### **General**

- 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.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- To support the learning culture and ethos of the school.
- To undertake Emergency First Aid at Work training.

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

The above duties are neither exclusive nor exhaustive and the post holder may be required by the Line Manager to carry out appropriate duties within the context of the job, skills and grade.