

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, porterage 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