



Faculty/Department	Site Team
<b>Job Title:</b>	<b>Assistant Site Manager</b>
<b>Grade:</b>	5
<b>Post Purpose:</b>	<b>To support the Site Manager in the smooth and efficient running of the school and health and safety, including the oversight of the schools' lettings provision.</b>
<b>Accountable to:</b>	<b>Site Manager</b>
<b>Duties, Responsibilities and Key Tasks:</b>	<ul style="list-style-type: none"> <li>• Assist in the co-ordination of health and safety and COSHH requirements, ensuring that regulations are followed and adhered to throughout the school.</li> <li>• Support the management of the school's buildings, grounds, and facilities, ensuring they are well maintained and in good condition.</li> <li>• Assisting in co-ordinating and undertaking such tasks as may be necessary for effective site management.</li> <li>• Oversight of school lettings provision and associated site requirements.</li> <li>• Day-to-day supervision of the team of Site Assistants, Lettings Team and Site Exam Assistants.</li> <li>• A nominated key holder of the school.</li> <li>• Deputising for the Site Manager as required</li> </ul>
<b>Premises</b>	<ul style="list-style-type: none"> <li>• Ensure the timely and effective response to issues relating to the school's physical environment, including maintenance, repairs and cleaning.</li> <li>• Act as a key holder and support in management of overall site security, including locking / unlocking duties and operation of the school's intruder panel and CCTV.</li> <li>• Cover Site Assistant shifts when they are absent or on annual leave to support the operational needs of the school.</li> <li>• Support in the organisation and delivery of any large-scale projects taking place within the school site.</li> <li>• Work closely with the Site Manager to ensure facilities meet the operational needs of the school.</li> <li>• Assist in ensuring that all school buildings and grounds are cleaned to agreed standards and specifications.</li> <li>• Assist in overseeing any alterations, redecoration, building and maintenance works and specialised repair work</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Support in ensuring that the school complies with all relevant health and safety and COSHH legislation.</li> <li>• Under the direction of the Site Manager, carry out emergency procedures in accordance with school policies and procedures.</li> <li>• Support in carrying out risk assessments and implementing any necessary improvements to meet health and safety standards.</li> <li>• Conduct regular inspections of the premises to identify any potential hazards or risks, implementing corrective actions as needed.</li> <li>• Ensure the safe storage and handling of hazardous substances, equipment, and materials.</li> </ul>



	<ul style="list-style-type: none"> <li>• Maintain up to date knowledge of health and safety regulations, best practices, and emerging risks.</li> </ul>
<b>Line Management</b>	<ul style="list-style-type: none"> <li>• Line management of nominated members of the site team including undertaking performance reviews</li> <li>• Management of rotas and absences</li> </ul>
<b>Budget and Resource Management</b>	<ul style="list-style-type: none"> <li>• Assist in ordering and maintaining stocks of site materials, equipment and protective clothing as required</li> <li>• Assist in ordering and maintaining stocks of cleaning consumables</li> </ul>
<b>General Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to apply IT skills to the needs of the role, including the use of various compliance online platforms.</li> <li>• Be aware of and comply with policies and procedures relating to Safeguarding, Health and Safety, Confidentiality, Data Protection, Security, reporting any concerns to your line manager.</li> <li>• Cover for colleagues when requested by the Line Manager and/or Head of School.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To be aware of the Trust's duty of care in relation to staff, students and visitors and to always comply with the health and safety policy.</li> <li>• Some working flexibility will be required to meet the demands of this post.</li> <li>• To establish and maintain positive, constructive, and professional working relationships with staff, visitors, students, parents, and other professionals of the Trust.</li> <li>• To be aware of and comply with the codes of conduct, regulations and policies of the Trust and its commitment to Equality, Diversity and Inclusion. Act in a courteous way at all times in communications with both colleagues and all stakeholders.</li> <li>• To contribute to whole School and Trust events as and when required.</li> <li>• To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated to support the development of the school.</li> <li>• To carry out any other reasonable duties or requests of your Line Manager and/or Head of School, that are in keeping with this post or as may be determined from time to time by the Operations Manager, Head of School or CEO.</li> </ul>

*This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility as which they will be required to work. In the interests of effective working, the major tasks may be reviewed on an annual basis to reflect changing business needs and circumstances. Such reviews, and any consequential changes, will be carried out in conjunction with the post holder. It does not form part of your contract of employment.*

**The 5 Dimensions Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All posts are defined as Regulated Activity and therefore this post is subject to an Enhanced DBS.**



## PERSON SPECIFICATION

ATTRIBUTE	Essential (E) or Desirable (D)	Assessment
<b>Qualifications</b>		
GCSE Maths & English A*-C (or equivalent)	D	A
COSHH/Health and safety qualification	D	A/I/R
<b>Knowledge and experience</b>		
Previous site experience	E	A/I/R
Strong team and people management skills	D	A/I
Motivated and able to engage with all levels of staff, and third parties	E	I
H&S focussed with the ability to promote a safe working environment	E	A/I/r
Be proactive and have good organisational skills	E	I/T
Be reasonably fit to cope with the lifting and carrying involved in the role.	E	I
Excellent health and safety experience	E	A/I/R
Experience of working within the education sector	D	A/R
Line management experience	D	A/R
<b>Skills</b>		
Ability to prioritise workload and work at pace with attention to detail	E	A/T/I
Full driving licences and/or the ability to travel to various locations as required	E	A
Ability to build good, effective working relationships with external partners	E	A/I/R
Ability to work independently and to use initiative	E	I/T/R
Competent in IT skills, including use of software platforms	E	A/T
Safe use of tools and equipment	E	A/T/R
Previous knowledge of plant rooms and inspections	E	A/I
Hands on – can do approach	E	I
General DIY ability including ladders	E	A/I/T
<b>Personal attributes</b>		
Demonstrate and adhere to 5 Dimensions core values	E	i
Adhere to GDPR guidelines and the Trust's internal procedures	E	I
Adhere to the Trust's Safeguarding and Prevent policy	E	I
Adhere to Health and Safety Policy	E	I
Commitment to own professional development	D	I
Commitment to keeping abreast of H&S legislation	E	I
Commitment to equality, diversity, and inclusion in the workplace	E	I

A = Application

I = Interview

T = Task/Activity

R = References

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I confirm that I have received a copy of the above job description for this role.



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Date .....

Signature