

Job Description

Job Title:	Assistant Premises Manager		
Salary:	Grade:	E Point 10-14	
Place of work:	Kings Priory School		
Working hours:	37 hours per week		
Days and times:	As per shift pattern – to be discussed at interview (1 week 7am-3pm and 1 week 12 Noon-8pm)		
Reports to:	Job Title:	Premises Manager and Head of Operations	
Line management responsibility:	Number of staff managed:		1
	Job titles:	Caretaker	

Role context and purpose:

- To ensure that the academy sites and grounds are well maintained and kept secure.
- To undertake caretaking and site duties relating to security, heating and lighting, cleanliness, repairs and maintenance, portage and duties of this kind associated with the maintenance of the whole school campus.
- To participate in shift working to ensure that there is site provision at all times when the academy is open.

Decision Making:

- Operational decisions in line with Premises Manager with respect to the maintenance and security of the site and grounds.

Main Responsibilities:

- Under the direction of the Premises Manager ensure the schools sites and grounds are safe, clean and presentable.
- To undertake daily tasks such as the replenishment of supplies, the receipt and distribution of goods and supplies and the clearance of litter from the site.
- To undertake all types of routine maintenance on the school sites and grounds such as the removal of graffiti etc.

- To undertake general portage.
- To provide on-site support during lettings.
- In inclement weather to prioritise the need to keep access points and entrances clear from ice, snow and debris.
- To contribute to the efficient working of heating plant, water and lighting, advising the Premises Manager of any maintenance issues or concerns.
- To contribute to the maintaining the security of the buildings and grounds, including the opening and closing of the premises at designated times.
- To undertake routine maintenance and decorating as directed by the Premises Manager.
- To move furniture and fixtures as required to ensure that academy space is prepared for teaching and learning.
- To ensure that all walk-ways and paths are kept safe during bad weather.
- To ensure that all agreed furniture request and accommodation requests are delivered on time.
- To contribute to the upkeep of grounds and all playing surfaces and land drainage, including the maintenance of boundaries, paths, roads and rights of way.
- Prepare accommodation for lettings and provide on-site support during lettings and evening events in accordance with the shift schedule.
- Undertake break and lunch duties.
- Carrying out specialist repairs including plumbing, joinery, service repairs and building maintenance, reducing the need for external contractors
- Organising and scheduling service of school vehicles.
- Liaising with other departments to allocate resources effectively.
- Sourcing materials and equipment for maintenance projects and fire safety compliance, ensuring best value for school.
- Act as a primary point of contact for contractors when Premises Manager is unavailable, maintaining continuity of operations, providing the following support-
- Organise, schedule and coordinate contractors for maintenance and repair works.
Monitor contractor performance, ensuring work is completed to required standard and within agreed time limits.
- To undertake any reasonable duties as may be deemed necessary by The Principal.

Additional expectations:

All staff are expected to:

- promote the Woodard Christian ethos that embraces all faiths and none
- take responsibility for their own professional development and support that of colleagues where appropriate
- engage in the Academy appraisal process and support colleagues in achieving their own targets where appropriate
- follow Trust policy and procedures in relation to keeping children safe in education
- observe health and safety requirements and play their part in ensuring a safe working environment
- Contributing to the whole professional life of the school which has successful teaching and learning as its core purpose supported by all staff contributing to Woodard's commitment to each student gaining meaningful enriching experiences.

All staff have an entitlement to high-quality induction and continuing support and development. All staff will have opportunities to discuss their professional needs, both through performance management and through other professional dialogues.

Safeguarding Statement

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an Enhanced DBS check and/or a Barred List check. Management posts will also be subject to a Section 128 clearance.

Equal Opportunities

The Trust is committed to equality of opportunity. We positively welcome applications from all sections of the community.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder's responsibilities.

Person Specification

Assistant Site Manager

	Qualifications and role requirements	Essential or Desirable	Selection Assessment
1	Good general education	E	
2	Full driving licence	E	
3	IT skills	D	
	Experience and knowledge		
4	Experience in school site management	D	
5	Knowledge of manual handling techniques	E	
6	Knowledge of Health and Safety requirements	E	
	Skills and abilities		
7	Good communication skills	E	
8	Able to communicate well orally and in writing	E	
9	Maintenance and decorating skills	E	
10	Ability to work flexibly to meet the needs of the academy	E	
11	Able to work effectively as a member of a team	E	
12	Able to use own initiative	E	
	Motivation		
13	Self-motivated	E	
14	Committed to the safeguarding and wellbeing of children and young people	E	
	Personal Qualities		
15	Trustworthy, reliable and committed to high standards	E	
16	Able to deliver a good level of customer services	E	
17	Able to work during evenings or weekends as required for lettings and site purposes, when required	E	
18	Demonstrate a commitment to equal opportunities and diversity	E	