

Job Description

Post Title: Assistant Site Manager

Location: Rushcliffe Spencer Academy

Hours of work: 37 hours per week, full time
24 days annual leave plus bank holidays
NJC18 - 22

Reporting to: Site Manager

Safeguarding

Rushcliffe Spencer Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

Purpose of post:

To support the Site Manager to lead, manage and participate in a team responsible for the safety, suitability and availability of school premises, facilities and buildings systems, such that teaching and learning can be carried out in a clean, safe, well-maintained and secure environment.

Key Result Areas

- The school is open and operational at all required times.
- The school is perceived by occupiers, visitors and hirees to be clean, safe and secure.
- Investigation of reported accidents and near misses, and reportable diseases, confirms none attributable to premises related issues.
- The EVERY facilities compliance system confirms that professional levels of day to day maintenance and repair have been achieved.
- Helpdesk ticket systems indicate that issues raised by staff are attended to in an appropriate, efficient and timely manner.

Duties and responsibilities: The following are the principal duties of the post. They are meant to provide a working framework within which the post holder should exercise initiative, flexibility and accountability.

Management and leadership:

- To supervise, direct and quality assure the work of the premises staff team, including the staff annual review processes.
- To liaise with a wide range of users of the premises. To act as a point of contact for most site and facility-oriented enquiries.
- To quality assure the work of the appointed cleaning and grounds maintenance contractors.
- To participate in meetings relating to the planning, management and operation of the school site.
- To identify appropriate relevant training for him/herself and for colleagues, and where appropriate to deliver training in the correct maintenance and operation of the school premises and building systems.
- To participate in training activities and review meetings to support continuous school improvement.
- In partnership with the Facilities and Resources Manager & Site Manager to undertake regular reviews of the operation of the school site and facility management function and services, recommending and implementing improvements.

Administration:

April 2023

To undertake appropriate administration including the use of computer hardware and software in accordance with school policies including the Finance Policy, including but not limited to:

- Work scheduling, Holiday planning, Appropriate internal and external communication,
- Heating system operation.
- Gas, electricity, solar panels, other fuel and water meter readings and records.
- Sourcing materials and services for maintenance, servicing and repairs, to ensure "Best Value". Delivery sheet records.
- Arranging and recording the periodic inspection of systems including fire safety systems, water management and legionella prevention, asbestos condition monitoring, emergency lighting, insurance inspections, portable appliances, ladder and access systems, as necessary.
- To support the Facilities and Resources Manager & Site Manager in the development of specifications and implementation of repair / maintenance / development initiatives.

Security:

- To assist in the development and implementation of the Security & Staff Safety Plan.
- Act as a key holder and attend emergency call out situations, using own vehicle to attend emergency call outs. Boarding up and making secure as necessary.
- To manage contracted key holder security company.
- Maintaining, operating and monitoring the intruder alarm system, CCTV system and other security equipment.
- Ensuring the security of the premises and its contents. To open up the school building each morning ensuring fitness for use.
- Ensuring assets are security marked. To ensure the school asset database is maintained up to date and is annually checked by liaising with school staff and outside contractors as necessary.

Cleaning:

- To monitor compliance with cleaning contract of the school premises, and identify and rectify problem areas by deployment of the site team and in liaison with the cleaning contractor. This includes ensuring the swift removal of graffiti, ensuring that toilets are clean, stocked, and fit for use, ensuring the cleaning and unblocking of gutters, gullies and drains, ensuring the cleaning of internal and external glass, windows and mirrors, light fittings and skylights, and ensuring the cleaning and preparation floors of halls, corridors, stairs, furniture etc as required.
- Ensuring external hard surfaces, paths and turf areas are kept clean and tidy and safe.
- Ensuring the collection and disposal of refuse including that collected by the cleaning contractors in accordance with environmental best practice.
- Liaison with cleaning contractors, recycling contractors, grounds maintenance contractors and leisure services provider.

Heating:

- The timely requisitioning of fuel supplies to ensure "best value" and continuous building availability.
- The operation of the school heating system including the computerised building energy management system to achieve desired occupancy temperatures in a cost-efficient manner, ensuring the reliable operation of plant including boilers, circulation pumps, controls, valves, tanks, gauges, heaters, radiators etc. To ensure the cleaning and maintenance of heater cabinets and filters.
- The identification and implementation of cost-effective energy saving measures.
- To ensure faults are identified and reported. To ensure the provision and operation of temporary heating equipment.

Porterage:

Direct and support the site team:

- To ensure goods and materials are promptly delivered, and are stored in a safe secure manner

- To review spare items in storage, ensuring especially that caretakers' storage areas are tidy and safe, and that unnecessary items are disposed of in a timely and environmentally acceptable manner.
- To ensure the setting out and putting away of furniture for examinations, meetings, dinner time, lettings etc.
- To ensure that furniture, stock and equipment are safely moved around the premises when required.
- To drive school vehicles for the purpose of collecting materials and taking vehicles for servicing.

Lettings:

- To support the administration of school lettings in accordance with the school Lettings Policy
- Liaise with the appointed lettings management provider to ensure school has priority use of facilities when required and that these are returned to the school in an acceptable condition.

Buildings Systems:

- To maintain up to date records and plans of the location and condition of building systems.
- To have a working knowledge of the location and operation of various buildings systems, and contribute to their efficient operation, including but not limited to:
 - Electricity supply, distribution and fuse panels, Solar photovoltaic panels, electric vehicle charging points
 - Lesson bells system, Lighting control systems, Emergency Lighting systems,
 - Intruder Alarm system and CCTV system,
 - Fire prevention and alarm system,
 - Heating and building energy management system,
 - Hot and cold water distribution and storage systems, water pressurisation systems,
 - Drainage and sewer systems including foul and top-water drains, down pipes etc,
 - Locking, key and security access systems.
 - Passenger and goods lifts.

Maintenance and Safety:

- Safeguard health and safety, taking reasonable care of him/herself and all persons under his/her control and guidance in accordance with the provision of health and safety legislation.
- To undertake specific health and safety management responsibilities described in the school and Trust Health & Safety Policy and Fire Management Policy
- To undertake and maintain up to date Coshh, manual handling and other risk assessments.
- To hold and maintain appropriate qualifications to erect and use scaffold towers, use woodworking machines.
- To hold and maintain a current Appointed Person First Aid at Work qualification and provide first aid cover primarily during school holiday periods.
- To maintain the site asbestos register up to date ensuring statutory periodic maintenance inspections.
- To operate permit to work systems for
 - Asbestos
 - Working at heights
 - High voltage electricity
 - Working in confined spaces
- To ensure and quality assure the cost-effective resolution of site maintenance issues. This may include, but is not limited to:
 - To carry out periodic condition surveys in relation to maintenance, furniture, decoration, curtains and blinds, floor and stair surfaces, etc, ensuring sufficiency and suitability for use.
 - To carry out maintenance and repairs within the limit of his/her competence.

- To wear and use appropriate personal protective clothing and equipment.

Other duties:

Undertaking any other duties, which may reasonably be regarded as within the nature and the responsibilities/grade of the post, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge and qualifications in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all school policies including in particular Health and Safety and Safeguarding.
- Participate in the school appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name

Signature

Date

Person Specification

Aspects of this Person Specification are derived from the Institute of School Business Leadership (ISBL) Professional Standards Framework (Infrastructure). The post holder will be capable of operating largely at tier 1 but in some aspects of the role at tier 2.

	Essential	Desirable
Qualifications:		
A current driving licence	✓	
English and Maths at GCSE grade C or above, or historic/international equivalent	✓	
D1 accreditation on driving licence, or current MIDAS accreditation		✓
Holds current "First Aid at Work" qualification		✓
Trade qualification as one of: a joiner, decorator, plumber, electrician		✓
Experience:		
2 years facility or service management involving responsibility for a range of building infrastructure services	✓	
Competent "handyperson" skills, able to use hand and power tools	✓	
Working in a school or educational environment		✓
Trade experience as one of: a joiner, decorator, plumber, electrician		✓
Core Professional Competencies:		
Professional values and ethics: Acts with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the School	✓	
Competence in: Word, Excel, Outlook, Internet based services	✓	
Managing and supporting a staff team including performance management	✓	
Understanding of health & safety legislation	✓	
Undertakes procurement of goods and services on a Value for Money basis	✓	
Able to plan and schedule the maintenance of property and assets	✓	
Understands the principles of the operation of building infrastructure services	✓	

Ability to support training and development of team members		✓
Demonstrates an active interest in environmental sustainability in the workplace		✓