

## JOB DESCRIPTION

<b>Title:</b>	Assistant Site Manager	<b>Grade:</b>	ST 5-6
<b>Department:</b>	Central	<b>Reports to:</b>	Trust Site Team Leader (STL)
<b>MAIN PURPOSE</b>  To assist the Trust Site Management Team in ensuring the effective management, organisation and supervision of all matters relating to the school's premises, providing a clean and safe environment for users of the buildings and grounds. Travel will be required to all school sites.			
<b>RESPONSIBILITIES</b>  <u>Organisation</u> <ul style="list-style-type: none"> <li>● Maintain the schedule of premises and H&amp;S matters identifying those areas that do not meet the standard required.</li> <li>● Ensure physical security of premises, to include main alarm system, locks, CCTV and other systems are checked and functioning correctly.</li> <li>● Monitor and inspect premises, identifying areas that require attention to include cleaning, H&amp;S issues and maintenance defects.</li> <li>● Ensure that there are always sufficient supplies of fuel, salt and other commodities and ensure that plant and equipment is energy managed.</li> <li>● Ensure regular fire alarm testing and fire safety practices and procedures are carried out in accordance with the school policy.</li> <li>● Be involved in the day to day arrangements for out of hours' activities and use of premises.</li> <li>● Supervise and arrange all portorage to include the moving of equipment, furniture, the setting up and reinstatement of all areas.</li> <li>● Maintain appropriate cleaning standards in school alongside the cleaning contractor.</li> <li>● Carry out or make arrangements for minor repairs.</li> <li>● Ensure the safe receipt, storage and distribution of deliveries.</li> <li>● Monitor work by contractors on site.</li> </ul> <u>Administration</u> <ul style="list-style-type: none"> <li>● Maintain appropriate records and information systems.</li> </ul> <u>Resources</u> <ul style="list-style-type: none"> <li>● Ensure security, certification and safe storage of deliveries to school.</li> <li>● Operate relevant equipment, eg fire equipment and heating plant.</li> <li>● Responsible for security of valuable equipment and premises.</li> </ul>			

<p><u>General</u></p> <ul style="list-style-type: none"> <li>● Ensure the security of and access to the premises at all times.</li> <li>● Monitor external contract cleaning and maintenance of grounds against contractual specifications, ensuring appropriate action is taken where standards are not being met.</li> <li>● Responsible for the overall standards of cleanliness and maintenance of the grounds and site.</li> <li>● Make an effective contribution to a programme of replacement of general furniture and equipment.</li> <li>● Place orders in relation to materials required and maintaining appropriate stocks and supplies.</li> <li>● Responsible for carrying out periodic fire drills, and checks of the systems applicable in accordance with Trust policy.</li> <li>● Required to attend pre booked lettings in accordance with Trust practices and procedures.</li> <li>● As a registered keyholder, be required to attend emergency call outs out of normal school hours.</li> <li>● Fulfil short term and ad hoc cover requirements for caretakers at other sites if required.</li> <li>● Where relevant be trained as a Pool Plant Operator to be able to carry out testing of the pool at Midfield Primary School to industry standard.</li> <li>● Attend meetings and participate in training as required.</li> </ul> <p>NB: This job description may be reviewed, if necessary, at any time and it may be amended after consultation with you.</p>
<p><b>SPECIAL CONDITIONS OF SERVICE</b></p> <p>Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Employees are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.</p> <p>Because the post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks.</p>
<p><b>CONTACTS AND RELATIONSHIPS</b> (customer focus, both internal and external)</p> <p>Provide to customers/clients the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements.</p>
<p><b>MANAGEMENT AND LEADERSHIP</b> (finance, resources, performance management, staff supervision and service delivery)</p> <p>Fully and positively participate in the Trust's performance management &amp; appraisal/ performance related pay/performance development scheme in order to develop and enhance personal and service performance.</p>
<p><b>EQUALITIES</b></p> <p>Implementation of the Trust's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.</p>