

Job Description

Job Title:	Assistant Site and Facilities Manager
Grade / Salary:	Scale 5 (Spinal Point 12 - 15)
Hours:	36 Hours per Week Occasional evenings and weekends as required

Reporting to: **Site and Facilities Manager**

Main Objectives:

To support the delivery of the School Improvement Plan through effective site and facilities operations

To support the Site & Facilities Manager in the day-to-day operation of the school site, ensuring a safe, secure, and well-maintained environment.

You will act as a deputy to the Site and Facilities Manager when required, combining hands-on maintenance duties with responsibility for supervising staff, coordinating contractors, and supporting health & safety compliance.

Main Duties and Responsibilities:

SITE OPERATIONS AND MAINTENANCE

- Carry out and coordinate day-to-day maintenance, repairs, and minor works
- Support the development and delivery of planned preventative maintenance programmes
- Undertake regular inspections of buildings and grounds, identifying and addressing hazards or defects
- Monitor heating, lighting, ventilation, drainage, and other essential services, ensuring efficient operation
- Maintain knowledge of essential services (water, gas, electricity, drainage) and site infrastructure
- Undertake minor repairs, redecoration, and general upkeep as required
- Maintain accurate computerised records of maintenance, statutory checks, and inspections

STAFF SUPERVISION AND TEAM SUPPORT

- Support the supervision and coordination of Site Assistants across the site(s)
- Allocate daily tasks and monitor standards of work

- Provide on-the-job training and guidance to site staff
- Deputise for the Site & Facilities Manager in their absence
- Assist with induction and development of new team members

SECURITY AND KEYHOLDING

- Act as a designated key holder, including opening and closing the site and responding to alarms
- Ensure the security of the premises at all times, including access control and key management
- Carry out regular patrols and checks of doors, windows, gates, and perimeter security
- Respond to emergencies including fire, flood, break-ins, and other incidents
- Liaise with emergency services where required

HEALTH AND SAFETY COMPLIANCE

- Support compliance with all relevant health and safety legislation and school policies
- Assist in undertaking risk assessments and implementing safe systems of work
- Carry out weekly fire alarm tests and checks on fire safety equipment
- Ensure safe storage and use of equipment, chemicals, and materials (COSHH)
- Maintain records of statutory testing and inspections
- Support a positive health and safety culture and participate in Health & Safety Committee activities

CONTRACTOR AND WORKS COORDINATION

- Liaise with contractors and act as a point of contact on site
- Ensure contractors comply with health and safety requirements
- Monitor performance and quality of work, reporting issues as required
- Assist the Site & Facilities Manager in obtaining quotations where required and coordinating maintenance works
- Support the monitoring of contractor performance and report any issues to the Site & Facilities Manager

GROUNDS AND EXTERNAL AREAS

- Ensure all external areas are safe, clean, and well maintained
- Carry out or coordinate litter picking, leaf clearance, and minor grounds maintenance
- Inspect boundaries, fencing, pathways, and building exteriors for defects
- Ensure safe access during adverse weather (e.g. snow, minor flooding)

CLEANING AND SITE STANDARDS

- Support the monitoring of cleaning standards across the site
- Liaise with cleaning contractors and ensure quality of service
- Assist with waste management, recycling, and hygiene processes
- Carry out emergency cleaning (e.g. spillages, floods, bodily fluids) as required
- Monitor stock levels of cleaning and hygiene supplies

LETTINGS AND EVENTS

- Support school lettings and community use of the premises
- Prepare and clear spaces for events, assemblies, and activities
- Ensure users are briefed on fire safety and evacuation procedures
- Provide occasional out-of-hours support for lettings and school events

PORTERING AND LOGISTICS

- Move furniture, equipment, and deliveries safely around the site
- Assist with room setups for assemblies, exams, and events
- Support erection and dismantling of temporary structures (e.g. gazebos)

TRANSPORT (IF REQUIRED)

- Drive the school minibus where required (subject to training)
- Support basic vehicle checks and reporting of issues

ADMINISTRATION AND RECORD KEEPING

- Maintain accurate logs of maintenance, inspections, incidents, and contractor visits
- Assist with audits, compliance checks, and reporting requirements
- Support monitoring of stock, ordering of materials
- Support record keeping relating to materials, stock, and works carried out

ADDITIONAL RESPONSIBILITIES

- Assist in emergency situations affecting the site
- Support sustainability initiatives and efficient use of resources
- Participate in training and continuous professional development
- Undertake any other duties commensurate with the grade of the post

General Requirements

- Experience in site, premises, or facilities work (ideally in a school or similar setting)
- Practical maintenance and DIY skills
- Good understanding of health & safety requirements
- Ability to supervise staff and work independently

- Strong organisational and problem-solving skills
- Flexible and proactive approach
- Comply with all school policies, including Health & Safety and Equal Opportunities
- Contribute to the overall ethos and aims of the school

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. An enhanced DBS check is required.

Signed _____ Date: _____

(May 2026)