



Job Description

Job Title: Assistant Site Manager –
Whitemoor Site

Location: Holbrook School for Autism

Job Description

Job Title	Assistant Site Manager – Whitemoor
Location:	John O’Gaunts Way – DE56 0DB
Hours per week:	10-15 hours per week across a minimum of 4 days (to be agreed but must include either unlocking or locking up of the school building on working days)
Weeks worked per year:	52 weeks per year (Term Time Only Considered upon request)
Reporting to:	Site Manager/School Business Manager
Salary Scale:	Derbyshire Pay Scale Grade 7 Hours worked before 7am or after 7pm or on weekends and paid at time+ 1/3

Main purpose of Role

To support the Site Manager in maintaining a safe, secure, clean, and well-maintained school environment that enables effective teaching and learning. The post holder will assist with the upkeep of buildings, grounds, equipment, security, health and safety compliance, and general site operations.

Principal Accountabilities:

Main Duties	
	Site Security • Unlock and lock school buildings as required. • Conduct regular security checks of the premises and any repairs. • Respond to alarm activations (including out of hours) following school procedures. • Monitor access to the site and report any security concerns. Building and Grounds Maintenance • Carry out basic repairs and maintenance tasks as allocated by the Site Manager • Assist with decorating, minor plumbing, carpentry and maintenance duties where appropriate. • Ensure school grounds, paths, car parks and external areas are kept safe and tidy. • Report defects and maintenance requirements to the Site Manager. • Supporting with gritting and path clearance during adverse weather. • Respond radio alerts from colleagues for site and delivery support • Carry out Parago tickets and any other emergency repair or radio jobs

	Health and Safety • Support compliance with health and safety legislation and school policies. • Undertake regular site inspections and risk assessments as directed. • Check emergency exits, firefighting equipment and safety signage. • Ensure hazardous substances are stored safely in line with COSHH regulations. • Manage all compliance checks on the site including legionella, outdoor play equipment, emergency lighting, fire alarm and general safety checks. • PAT testing annually. Cleaning and Housekeeping • Ensure communal areas remain clean, safe and presentable. • Support cleaning and waste disposal arrangements. • Assist in managing recycling and sustainability initiatives. • Manage stock for cleaners around site. School Operations • Accept and move deliveries around the site. • Under direction of the Site Manager, arrange contractors to attend site for both routine and emergency arrangements. • Assist contractors working on site and monitor compliance with safeguarding and health and safety requirements. • Support the management of furniture, equipment and resources. Grounds and Outdoor Areas • Assist with basic gardening duties including litter picking, weeding, mowing, sweeping and maintaining outdoor spaces. • Ensure outdoor play and learning areas are safe for use. • Check fences and gates are safe and not damaged Other Duties • Participate in training and professional development. • Work flexibly to meet the operational needs of the school. • Undertake any other reasonable duties commensurate with the grade and responsibilities of the post.
Line Management:	• Line Management of cleaners – dependent on working pattern • Reporting Site Manager and School Business Manager
Other General Requirements	• Represent and promote the ethos and values of Esteem Multi-Academy Trust • To take and be accountable for all decisions made within the parameters of the job description

	• Participate with performance management and training and activities that contribute to personal and professional development • Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities & GDPR. • Provide a high standard of customer service in all dealings internal and external to the MAT
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This Job Description is non-exhaustive and sets out the main expectations of the post holder. This Job Description can be altered with the agreement of the postholder and will be reviewed regularly. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Person Specification

Criteria	Essential	Desirable
Qualifications	Full Driving Licence	- Qualifications relating to Trades e.g. carpentry, plumbing, tree surgery, electrics - Health and Safety e.g. IOSH
Experience	- Experience of carrying out practical maintenance or caretaking duties. - Experience of working in a customer-facing environment. - Experience of following health and safety procedures.	- Experience of working in a school or care setting - Experience of working in Trade
Knowledge	- Basic understanding of building maintenance. - Awareness of health and safety regulations. - Understanding of security procedures and safeguarding responsibilities.	Knowledge about policies and procedures relating to a Special Needs setting
Abilities	- Ability to carry out minor repairs and maintenance tasks. - Good organisational and time management skills. - Ability to work independently and as part of a team. - Good communication and interpersonal skills. - Ability to prioritise workload and respond to urgent issues. - Competent in using basic IT systems for communication and record-keeping.	

	• Reliable and trustworthy. • Flexible and adaptable. • Proactive approach to problem-solving. • Professional manner and positive attitude. • Commitment to safeguarding and promoting the welfare of children and young people.	
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Signed:

Date: