

Job Description: ASSISTANT SITE MANAGER

Main purpose

The assistant site manager is responsible for:

- Maintaining clean, safe and secure school premises, which includes buildings, grounds and horticultural area
- Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, gardening and minor repairs
- Some supervision of school cleaning staff
- Promoting health and safety around the school
- All other aspects of site management, such as supervising external contractors, site use and development planning

Roles & Responsibilities

General duties

- Maintain the general school premises, furniture and fittings, and report any issues to School Business Manager
- Carry out small repairs and DIY projects
- Carry out general weeding and upkeep of the horticultural area
- Advise on site development projects and make recommendations on site use
- Complete and maintain an audit of tools and their state of repair
- Support and contribute to the site audit and reports completed by the SBM
- Ensure health and wellbeing of all animals within the small enclosure (e.g. chickens)

Cleaning

- Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste
- Carry out emergency cleaning duties, such as gritting and cleaning up spillages
- Ensure annual deep clean of classrooms, staff rooms, kitchen, dining areas, food tech areas and other frequently used spaces on school premises
- Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels of resources
- Ensure COSHH records are maintained

Security

- Maintain the security of the school premises as the main key holder
- Lock and unlock the premises as required, including out of school hours when necessary
- Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off

- Set security alarm systems, report any potential security breaches following agreed procedures
- Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
- Advise the SBM on all matters relating to school security and safety
- Provide access to the school premises for authorised personnel or appropriate emergency services outside the normal opening hours in the event of an emergency, or attend site, as required (e.g. alarm call outs etc.)

Health and safety

- Ensure a safe working and learning environment in accordance with relevant legislation
- Carry out and record regular health and safety checks, including legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to SBM
- Provide safe access to the school in cold weather conditions
- Monitor the work of contractors, ensuring safe working practice and quality of work
- Support with termly Health & Safety committee inspections of the site

Responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professionals
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Ensure that cleaning staff carry out their duties professionally and effectively
- Ensure contractors and external visitors comply with security and health and safety while on school premises
- To be able to collect items from the local suppliers
- To be flexible in the event of an Ofsted inspection
- To ensure School Business Manager is given 2 weeks' notice for any leave of absence

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the site assistant will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the head teacher/SBM.

Person specification:

Personal experience, skills, knowledge and qualities will be identified during the interview and from the references.

Experience:

- Caretaking
- Building maintenance
- Security, including alarm systems
- Gardening
- DIY (some maintenance and repairs)
- Working in a team
- Working with contractors

Skills and knowledge:

- Good knowledge of health and safety regulations
- Ability to work flexibly, independently and as part of a team
- Ability to complete and maintain records, reports and log books
- Gardening skills
- DIY skills
- Ability to plan, organise and prioritise
- Ability to use ICT/willingness to learn and use new technologies

Personal qualities:

- Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils
- Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding
- Embrace change well
- Deal with difficult situations effectively
- Able to work flexibly and out of school hours if required
- Able to carry out some manual handling and lifting
- A good communicator with a friendly personality and good interpersonal skills

Suffolks Primary School is committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at the school are expected to share this commitment. Any offer of employment is subject to a satisfactory enhanced DBS check.

All newly appointed support staff at Suffolks Primary School are subject to an assessment period of up to 21 weeks.