



SHIRLEY HIGH SCHOOL PERFORMING ARTS COLLEGE



Job Description

Job Title:	Assistant Site Manager	Grade Range (scp range)	Grade 3 Scale Point 5-6
Reports to:	Site Manager/Facilities Manager	Directly Line Manages:	None

Overall Purpose

Liaising daily with the Site Manager on Site Management issues concerned with the fabric and grounds of the school and the security of the school premises. Assist in the maintenance of any machinery or plant within the school. Help maintain the internal and external fabric of the school's premises as a safe working environment.

Key Accountabilities and Result Areas: Key Elements:

Management and Supervision

This will involve:

- The Assistant Site Manager will report to the Site Manager/Facilities Manager to determine priorities and report on any difficulties and on any failure to meet the required cleaning standards.
- Dealing with enquiries from staff, pupils, parents and the public.
- Assisting in undertaking the annual fire risk assessment.
- Deputising for the Site Manager during any absence.
- Liaising with the Head of Physical Education regarding the fitness for purpose of the school sporting facilities.
- Duties changing over time as requirements and circumstances change. The person in the post from time to time may also be required to carry out such other duties consistent with the grade.
- Ensuring adequate cover is available during own or team members absence.
- Ensuring that vital information such as site keys are available for staff as required.
- Ensuring that all hand tools, equipment such as lawn mowers, and any other small machinery are correctly maintained and services and kept in good and safe working order.

Security

This will involve:

- Opening and closing the school, including all appropriate gates, windows, doors and fire escapes for the purpose of school use, cleaning, maintenance, emergency services and when required, lettings and out-of-hours school functions.
- Reporting any failures of all alarm and fire systems to the maintenance company and ensuring that fire equipment, emergency exits and entrances are not obstructed.
- Checking with the Site Manager/Facilities Manager the proper operation and function of all alarms.
- Liaison as necessary with emergency services including the calling of the services as appropriate.
- Reporting acts of vandalism to the Site Manager/Facilities Manager and Police where necessary.
- Internal mail courier duties as required.
- General site supervision, including prevention of trespass, ensuring that unauthorised parking does not occur, and in, conjunction with the Principal, ensuring the safe use of the school site at all times.
- Being on the Alarm Company call-out list for out of hours emergencies

Heating**This will involve:**

- Checking and controlling system function, including frost precaution procedures.
- Vent heating system as required.
- Reporting all defects to the Site Manager/Facilities Manager.

Emergencies**This will involve:**

- Cleaning sickness, etc and spillage's as required.
- Ensuring all bursts, leaks, flooding, fires and breakages are dealt with promptly and safely as appropriate.
- Ensuring all electrical and gas emergencies are dealt with promptly and safely as appropriate.
- Ensuring access, assist and secure premises for all emergency services as necessary.
- Replacing call point glass when fire alarm is activated

Lettings**This will involve:**

- Being available for duty when required, including occasional weekends, to ensure effective lettings.
- Ensuring that all procedures are carried out whilst on duty, with regard to security and care of the buildings.
- Ensuring that all areas used are cleaned as appropriate

Internal Maintenance**This will involve:**

- Reporting all defects that require specialist repair.
- Visually inspecting electrical fittings and report defects as required. Replacing bulbs, fluorescent fittings, shades and domestic fuses as required.
- Regularly inspect all plumbing and report/repair defects as appropriate.
- Regular measurement of water temperature re: prevention of Legionella.
- Synchronisation all clock, time switches, etc as required.
- Undertaking minor repairs to fixtures and fittings including desks, tables and chairs as appropriate (excluding electrical equipment).
- Decorating or assisting with redecoration on any area agreed subject to the requirements of Health and Safety and the use of proper equipment.
- Receiving and moving supplies to various parts of the building as appropriate.
- Ensuring the removal or obscuring of all graffiti.

Key Accountabilities and Result Areas: Key Elements:**Grounds/External Maintenance****This will involve:**

- Maintaining the school fields to a high standard, including grass cutting where appropriate, with triple mower, raking, sowing and turfing of worn areas.
- Marking all pitches and practice grids each week or as requested prior to matches.
- Maintaining the cricket square throughout the year to a high level of care, including all necessary repairs, cutting and marking. Marking to be undertaken on the day of any game. The cricket square to be fenced off during winter months.
- Erecting cricket nets at the start of the summer term and ensuring they are maintained throughout the season.
- Marking out athletics tracks ready for the start of Summer Term.
- All field markings, including shot, discus and javelin to be re-marked immediately after any grass cutting of the field.
- Erecting the discus cage on the top field at the start of the summer term.
- Digging out and maintaining the sand pit and clearing the long jump run-up along with painting the boards regularly.
- Maintaining the hard surface playing area to a high standard, including weeding and sweeping.

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- Maintaining the goal nets and posts on all three pitches.
 - Keeping the grounds clear of litter on a daily basis including the emptying of litter bins around the site.
 - Clearing leaves, snow, ice, moss and debris as appropriate including treatment of surfaces with salt, etc. Ordering any necessary de-icing materials.
 - Maintaining school gardens including planting bulbs etc.
 - Maintaining cleanliness and general tidiness of all external areas, and empty litter bins daily.
 - Cleaning and clearing all drains, gullies and ensure effective and healthy operation.
 - Inspecting the outside fabric of the school, reporting and/or repairing defects as appropriate.
 - Inspecting all fences, gates, walls, steps, lights etc, reporting and/or repairing defects as appropriate.
 - Inspecting all outside areas for hazardous materials. Consulting with the Facilities Manager for the best method of removal.

Key Accountabilities and Result Areas: Key Elements:

Generic Duties and Responsibilities

This will involve:

Child Protection

- Being responsible for child protection and promoting the welfare of all students and staff, ensuring that they are protected from harm. All staff have a duty of care to ensure that if there are any concerns relating to the welfare or safety of a child their concern is immediately relayed to the Designated Person with responsibility for safeguarding children.

Green Responsibilities

- Demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) wherever possible in the day-to-day work.

Data Protection

- Being aware of the school's responsibilities under the Data Protection Act for the security, accuracy and relevance of personal data held and ensure that all administrative and financial processes comply with this by maintaining records in accordance with the Acts guidance.

Confidentiality

- Treating all information acquired through your employment, both formally and informally, in strict confidence.

Equal Opportunities and Anti Discrimination

- Understanding, complying and enforcing equal opportunity within the work place. Undertaking any appropriate training and challenging racism, prejudice and discrimination or any unacceptable behaviour.

Health and Safety

- Being responsible for your own Health & Safety, as well as that of colleagues, pupils' parents and visitors. Employees should co-operate with management, follow the School's Health and Safety Policy and Procedures, cooperate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

Contributing as an effective and collaborative member of the School Team

- Participating in training to be able to demonstrate competence.
- Championing the professional integrity of the School.
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions.
- Undertaking any other reasonable request as required.

Person Specification

Job Title: Assistant Site Manager

Essential knowledge:

- An understanding of health & safety requirements.
- To communicate clearly to all sections of the school community both verbally and in writing.

Essential skills and abilities:

- D.I.Y. skills to undertake day-to-day repairs and maintenance of building, including the knowledge and operation of the school heating system.
 - Understanding of the principles of health & safety in a school environment including COSHH.
 - Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload.
 - Ability to adhere to working procedures and policies within the school environment.
 - Ability to operate as part of a team or individually as required.
 - Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment to undertake the duties of the post.
 - Ability to carry out a range of administrative tasks, including stocktaking.
 - Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school.
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Desirable Knowledge:

- Site maintenance and facilities management issues

Desirable skills and abilities:

- Experience of current cleaning materials/methods/appliances
- Experience of PAT testing
- Holder of a full UK driving licence

Desirable experience:

- Experience of working as part of a team.
 - Experience of working within a similar job
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Special conditions:

- Take part in the school's performance management system.
 - Enhanced DBS Check
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I the undersigned confirm that I agree and understand the duties in this job description:

Name Print: _____

Name Sign: _____

Date: _____