

JOB DESCRIPTION

POST TITLE: Assistant Site Manager	SCALE: Band A Spinal point 10 (£30,630)
RESPONSIBLE TO: Site Manager	HOURS: 36-40 hpw /52 wpa (Wraparound)

Location:

The role will be part of the Children First Academy Trust team and is based at a school site within the Trust – Raynham Primary School.

Job Purpose:

1. Manage and undertake planned and reactive site duties to support all school maintenance needs and health and safety requirements as directed.
2. Ensure Trust policies, processes and procedures are followed at all times and that school sites are fully compliant with health and safety requirements.
3. Ensure high quality service delivery is maintained at all times and managing of jobs statutory recording as required.
4. Work effectively and flexibly with all internal and external stakeholders.
5. Support with the covering of lettings.
6. Provide absence cover for colleagues.

KEY RESPONSIBILITIES:

Planned and Reactive Maintenance:

Plan and carry out all daily, weekly, and other regular duties, as well as reactive duties. Including, but not limited to the below:

- Using tools and equipment for general maintenance work that is required, appropriate to skills and qualifications.
- Refer larger, more complex work where specialist knowledge may be needed to the Premises Manager.
- Inspect and clear drains and/or gutters when required.
- Support the Premises Manager to ensure school heating systems are operational at all times.
- Check and maintain school grounds ensuring these are safe for public use.
- Liaise with contractors carrying out work on site as directed by the Premises Manager.
- To treat pupils, parents, staff, visitors and contractors with care, consideration and courtesy in accordance with the school's ethos and values.

- To promote a positive image of Wilbury Primary School to all site users.
- To maintain and manage a schedule of work to ensure that the site is kept operational. Prioritise work as appropriate.
- To carry out repairs to property, fixtures, fittings, furniture and non-electrical equipment in order to maintain them in an operational condition, referring matters to the Premises manager /Head Teacher / CFOO for remedial action to be taken where appropriate.

Security:

- Carry out security checks and procedures for the school buildings and grounds, including setting intruder alarms and ensuring boundaries are secure and that all gates and doors are locked when required.
- To deactivate intruder alarm systems; unlock gates and external/internal doors; checking that the premises have not been damaged.
- Undertake routine and non-routine opening and closing of site.
- Respond to emergencies on site as required.
- Support with operation of CCTV equipment if required, in line with Trust policies and procedures with due regard to GDPR regulations.
- To undertake safety audits of the premises and assist with relevant risk assessments as required.
- To secure the School premises at the end of each day when its facilities are no longer required. Checking that all occupants have vacated the Site; ensuring that all windows are closed and locked; ensuring that all unnecessary lights and electrical equipment are switched off; locking all secure areas, external doors and gates; activating intruder alarm systems; ensuring the safe keeping of the keys to the premises and ensuring these keys are only held by those authorised by the Head teacher. Ensure site staff designated to this duty are fully competent to carry out the whole duty.
- To provide access to the School for authorised personnel or appropriate services outside the normal hours of opening in the event of an emergency.
- To take appropriate action regarding trespassers, including informing the Head teacher, Deputy if Head teacher is unavailable, Local Education Authority or Police, as appropriate.
- To assist with regular school fire drills and recommend improvements to safety and evacuation of the building where necessary.
- To monitor Health & Safety of car park at specified times of the day and inform the Senior Leadership Team of any issues that may arise.

Lettings

- To be a contact for the letting agents in addition to the premises manager answering all queries on availability of premises. Ensure all lettings are covered, giving regular updated listings to premise manager whether outside or school based lettings.

- To be responsible for some out of hours' lettings, including: - Cleaning all hired rooms and setting out furniture prior to the letting, as necessary; ensuring that all fire doors are unlocked and clear and that all hirers are aware of the evacuation procedure; welcoming hirers onto the Site and monitoring security and the condition of the toilets during the letting, taking remedial action as necessary; checking the condition of the rooms at the end of the letting, cleaning as necessary; securing the buildings and site. This will require liaison with premises manager / assistant site staff for new activities and those outside shift hours.

Cleaning and Waste

- To monitor that the School grounds, premises and furnishings are cleaned to a satisfactory standard in accordance with set requirements and methods.
- Carry out reactive cleaning duties when required – e.g., cleaning up spillages or cleaning graffiti.
- To check, on a daily basis, that adequate supplies of soap, toilet rolls, towels and similar materials are available throughout the School, replenishing supplies as necessary.
- Litter clearance across site.
- Emptying bins as required and disposing of waste appropriately and in line with legislation.

Health and Safety

- Ensure you comply with Health & Safety legislation and all practices and procedures are conducted in a way that meets the relevant requirements for the wellbeing of others.
- Support reactive duties as required in the event of fire, flood, breaking and entering, accident or major damages.
- Gritting and snow clearance, when required in bad weather.
- Keep site clean, safe, and tidy at all times, including site staff work areas and offices.
- Liaise with contractors, ensuring they are following Trust and Health & Safety processes and procedures.

Fire and Security

- Check and operate the fire alarm system and undertake duties in the event of a fire evacuation.
- Support the Site Manager in the preparation and maintenance of fire risk assessments for the school site.

Safeguarding and Data Protection

- Work within the requirements of Data Protection legislation at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.

- Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.
- Embed a safeguarding culture within the catering teams, ensuring they have regular statutory training.

Porterage

- Receive and distribute deliveries.
- Move resources, equipment and furniture as required by schools, including setting up for exams or other school events.
- To attend appropriate training courses and on-line learning as may be required.

Additional Condition

- The ability to work outside of the usual working day should the need arise. E.g. Support with emergency callouts/regular lettings
- Be flexible in providing cover for absence to ensure the smooth running of the site including cover to annual leave of Site Team colleagues
- Support planned school calendar events e.g. parents evening, after 6.00pm by flexible working, overtime, shift adjustment.
- Create and maintain positive and supportive relationships with staff, parents, business, community, and all stakeholders.
- The post-holder will be expected to undertake any appropriate training to assist them in carrying out any of the above duties.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the Children first academy trust.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.
- Observance of complete confidentiality on all school information is required and any failure to do so may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with academy policies and abide by them.

- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected'

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post and flexibility is therefore required.

Person Specification for role of Facilities support officer

Proven ability to communicate competently and effectively, both orally and in writing.	E
Ability to work flexibly, under pressure and to tight deadlines in line with the needs of the business	E
Experience of undertaking general tasks e.g., basic maintenance, painting etc.	D
Experience of working within Health and Safety requirements and knowledge and experience of safe working practices	D
The ability to use a computer and technology or a willingness to undertake training to become competent at using technology as required for aspects of the role	D
Flexible and adaptable.	E
Ability to negotiate and reach agreements.	D
Ability to work collaboratively with others	E
Ability to embrace and demonstrate a commitment to the Trust vision	E
Ability to demonstrate a positive can-do attitude at all times	E
To be solution focussed	E
Ability to work as a member of various teams within the school and across the Trust	E
Ability to work on your own initiative.	E
Ability to prioritise.	E
The capacity to maintain a positive attitude.	E
Hold a current First Aid Certificate	D
Commitment to and adherence to the school's equalities policy	E

E *a characteristic that the person must possess on appointment*

D *a characteristic that can be learned or developed within an acceptable time period*