Job Description for the Post of
Site Staff – Assistant Site Manager

Introduction

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what staff are expected to do and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of a school environment means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

Responsible To:

- The Head through the Facilities Manager.

Main Purpose of Job:

- To ensure that the whole site and school buildings within it, including the Sports Centre, are maintained to the highest standards of repair, tidiness, cleanliness and hygiene.
- To be a responsible key holder, opening and closing the school when required, ensuring the security of the premises and grounds.
- To ensure the smooth operation of the school in the absence of the Facilities Manager.
- To work on an alternating early / late rota pattern during term time (opening times are reduced during school holidays):
  6.45am – 14:45pm – Early shift
  11:00am – 19:00pm – Late shift

Main Tasks:

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. Maintenance
   - ♦ To identify, respond to and prioritise repairs and preventative maintenance via the Helpdesk and through instructions from the Facilities Manager.
   - ♦ To assist the Facilities Manager in the compilation schedules of planned preventative maintenance.
   - ♦ To undertake repairs, alterations or refurbishment where appropriate and within the limits of agreed assessed skills.
   - ♦ To maintain a log of maintenance and improvement job requests.
   - ♦ Maintain good housekeeping of the workshop area, including all tools and equipment.
   - ♦ To ensure that drains and gulley's are free of debris.

- To liaise with external contractors and emergency services in the absence of the Facilities Manager.
- To assist in monitoring the premises, furniture and fittings for wear and tear, breakage or damage.
- To assist with taking down and re-hanging curtains, blinds and light fittings.
- To understand and follow risk assessments and safe systems of work for all maintenance activities, where no specialist contractors are required.
- To use all equipment in a safe manner according to instruction/training, safe systems of work and risk assessments.

3. Security
- To assist in ensuring the safety of the premises, its contents and the grounds, including the closing of grounds and premises and particularly during vulnerable periods (after hours, during weekends, holidays and letting periods).
- To hold and keep safe any keys appropriate to the site, including during the holiday periods.
- To understand and be able to operate the fire and intruder alarm systems.
- To ensure that at the final lock-up, the buildings are secure, all doors are locked, that the buildings are clear of people, the lights are turned off, windows closed and alarms set.
- To inform the Facilities Manager, senior staff or appropriate emergency service of any unusual circumstances, apparent losses or intruders.

4. Portering
- To assist in moving equipment and supplies as necessary and to assist in the movement of heavy furniture in co-operation with the Facilities Manager.
- To assist with preparing and arranging areas, inside and outside, for events, activities and bookings.
- To assist with the handling and distribution of furniture, goods and equipment, including setting up and dismantling for assemblies, examinations, meetings, lettings and other special events.

5. Keeping all outside areas free from litter:
- Main entrances on Cambridge Street and Boundary Lane
- Car parking areas
- Playgrounds
- 5-a-side courts
- Astro-turf pitch
- Hedges, borders and gardens
- The perimeter of the school inside the fences.

Designated times for litter picking during the school term time are:

7:30am-8:30am *(Fence lines and car parks)*
11:20am-12:00pm *(Playground areas after break)*
2:05pm-2:45pm (Playground areas after lunch)

- Emptying litter bins around the site as necessary and making sure that bins are empty for the start of the school day. This work is best carried out during the afternoons.

6. Grounds Maintenance

To assist the Grounds Person in the following tasks:

- Mowing grass areas.
- Trimming shrubs and perimeter hedges.
- Weeding borders.
- Ensuring that leaves are collected and disposed of during autumn.
- Planting and maintaining border plants, bulbs and shrubs.

The busiest times for the above work will be during the growing periods, Spring to Autumn. Work, however, should be carried out regularly throughout the year and, in particular, ensuring that the grounds are in a tidy and neat condition for the start of every new term and half term; ie September, October, January, February, April & May.

- To use all equipment in a safe manner according to instruction/training, safe systems of work and risk assessments.

7. General

- To undertake training in safe lifting, access and handling techniques, application of cleaning materials and use of equipment.
- To undertake other training, including First Aid, when required.
- To be aware of issues relating to Health & Safety and COSSH regulations. To work according to the safe systems of work and risk assessments provided.
- To work as part of a team, to support colleagues and contribute to the vision and ethos of the School and be committed to personal development.
- To be willing to work as part of the agreed daily shift pattern.
- To be prepared to work overtime to cover evening school events and external bookings.
- To be prepared to take annual leave on a rota basis with the Facilities Manager and other site staff.
- To liaise with outside organisations who hire the premises.
- To show willingness to be flexible and adjust to the demands of the workload.
- To carry out cleaning duties as required in the absence of designated cleaning staff.
- To carry out any other related tasks as specified by the Facilities Manager or senior member of staff and in line with grade and responsibility.
- To act as key-holder to open and close the premises on a rota basis.

8. To undertake other duties as required in line with the grade and responsibilities of the post.