

## JOB DESCRIPTION: Assistant Site Manager

<b>PURPOSE:</b>	To assist the Site Management team in the operational facilities procedures of the school in premises and health & safety matters so that the safest possible environment is achieved and maintained for pupils, staff and visitors.
<b>RESPONSIBLE TO:</b>	Site Manager
<b>DISCLOSURE LEVEL:</b>	Enhanced
<b>SALARY/GRADE:</b>	NJC scale point 13 £18,396
<b>WORKING TIME:</b>	36 hours per week, 52 weeks per year

### Responsibilities

- Open and/or close site, subject to shift patterns.
- Carry out daily jobs as identified on the daily worksheets and by the Site Manager including a holiday maintenance programme
- Report any problems or concerns to the Site Manager and keep a written record when necessary
- Attend regular briefings / meetings with facilities staff
- Meet on a regular basis with the Site Manager
- Observe Health and Safety rules and comply with procedures relating to child protection, confidentiality and data protection and attend appropriate training
- Be fully conversant with the school emergency action plan
- Complete regular statutory testing of services, fire alarm, water management etc
- To be a Key holder out of hours
- Carry out regular checks on the School Mini-Buses including tyre pressures, oil, water levels etc and periodically clean the exteriors and interiors.
- Comply with all legislation under the Health and Safety at Work Act 1974
- Keeping the site clear from litter and graffiti at all times
- Assist with the review of facilities procedures and suggest areas for improvement
- Be contactable by the main school at all times whilst on duty either by phone or walkie talkie
- Ensure that any request for assistance is responded to in a time frame appropriate to the task
- Assist with the management of contractors on site
- Carry out cleaning duties as required
- Check and refill consumables such as soap and toilet rolls
- Supervise facilities teams including caretaking and cleaning teams both in and out of schools hours in the absence of the Site Manager
- Receipt and recording of incoming goods and large items
- Dispatch and return of goods and large items
- Safe and timely movement of goods, equipment and items around the School both as routine and upon specific request

- General portorage
- Movement of furniture into agreed configurations upon request or to routine schedule
- Movement / relocation of equipment to support alternative room use
- Movement, relocation, disconnection and re-connection of moveable audio visual equipment in accordance with pre-set room use schedules or upon specific request
- Assist with the maintenance of an up-to-date register of equipment, regular location / storage and certification / test records
- Provide a first-fix to defects, failures, break-downs and damage throughout the school where appropriate under the direction of the Site Manager
- Identify defects, failures, break-downs and notify these to the Site Manager
- Provide an internal-only lock and unlock service to scheduled and identified rooms or upon request by authorised school staff
- Maintain a general awareness around the school and identify any potential breaches of Health & Safety and report any suspicious activity to the security team
- Share the supervision of our of hours lettings with the Site Management team
- Deputise for the Site Manager as necessary
- Any other activity that the Headteacher deems reasonable

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

JCoSS is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure & Barring check.

## Person Specification – Assistant Site Manager

### Essential unless noted as desirable

- Flexibility and enjoyment of varied working patterns
- Responsible, honest and reliable
- Practical and have experience of minor repair works (putting up shelves, painting etc)
- Remain calm in an emergency, for example if there is a break-in or fire
- Good organisation skills
- Understand safe working practices and health and safety legislation
- Ability to liaise with third party suppliers / contractors
- Enjoy working as part of a team
- An understanding of the Jewish Community (desirable)
- Full clean driving licence
- Ability to work at heights
- Good I.T skills