

## JOB DESCRIPTION: Deputy Site Manager

The following job description is for the guidance of candidates as to the requirements of the post.

<b>PURPOSE:</b>	To be an integral part of the Site Management structure 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 salary scale 8-12 £26,046 - £27,807
<b>WORKING TIME:</b>	36 hours per week, 52 weeks per year

### Responsibilities

- Deputise for site manager in his absence
- To support site manager with managerial issues
- Open and/or close site, subject to shift patterns (7:00-15:00 & 11:00-19:00)
- To be a named keyholder for Fire and IA.
- Attend relevant training
- Understand and comply with school safeguarding and child protection policies
- Be fully conversant with the school Health and Safety policy
- Comply with GDPR
- Carry out daily jobs as identified on the daily worksheets including a holiday maintenance/painting programme
- Check the Site Requests email account and action work when necessary
- Report any problems or concerns to the Site Manager and keep a written record when necessary
- Attend regular briefings / meetings with Site Manager and facilities staff
- Be fully conversant with the school Fire & Security emergency action plans
- Carry out regular statutory testing of services, fire alarm, water management etc
- 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
- Management of contractors on site
- Carry out cleaning duties as required

- Check and refill consumables such as soap and toilet rolls as required
- Supervise facilities teams including site management team and cleaning teams both in and out of school 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 portage and room set up
- 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
- Identify defects, failures, break-downs and document these
- 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 and act on any potential breaches of Health & Safety
- Remain vigilant for security breaches and report suspicious activity to the security team
- Share the supervision of our out of hours lettings with the Site Management Team
- 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 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.

As with all roles at JCoSS, it is essential that school protocols are followed to protect data subject's personal information.

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 – Deputy Site Manager

### Essential unless noted as desirable

- Flexibility and enjoyment of varied working patterns
- Responsible, honest and reliable
- Supervisor experience (desirable)
- Practical and have experience of minor repairs (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
- Can do attitude