

JOB DESCRIPTION	
JOB TITLE: Assistant Site Manager (with line management)	
GRADE: G5, 52 week contract.	
REPORTS TO:	
Senior Site Manager	
1.	PURPOSE OF JOB: To assist with and deputise when required in providing high quality site management of all site maintenance and services including the site/cleaning staff and external contractors. Support/assist health, safety and facilities manager. To maintain a healthy and safe environment for students, staff, and other users/visitors.
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES
	<p>ORGANISATION</p> <p>1. Assist with implementing the planned repair and maintenance program in line with the Estates Vision and Plan and health and safety standards:</p> <p>a. Assist with ensuring Planned Preventative Maintenance is carried out in line with recognized HSE regulations/ACOPs/guidance notes.</p> <p>b. Assist with ensuring with statutory requirements in relation to systems/equipment/plant.</p> <p>c. Liaise with contractors to ensure work is carried out to a high standard in a timely manner.</p> <p>d. Ensure relevant documentation is obtained from contractors – Risk Assessments, DBS details, insurance certs and training records.</p> <p>e. Assist with managing contracts/SLAs to ensure the trust is getting value for money.</p> <p>f. Assist with specifications and orders for all repairs/improvements and authorize relevant works.</p> <p>g. Ensure efficient operation of heating, water, and electricity supplies and to carry out routine checks and minor repairs, as necessary.</p> <p>h. Ensure the sites are clear of waste and pests in line with agreed procedures.</p> <p>2. To assist with the responsibility of carrying out security procedures for buildings, facilities and grounds including security patrols and inspections:</p> <p>a. Carry out security procedures including the opening of buildings and lock up procedures.</p> <p>b. Respond to alarm call outs outside normal working hours or to ensure cover by a member of staff.</p> <p>c. Liaise with contractors responsible for the provision of security equipment.</p> <p>d. Prevent unauthorized access, trespass, or parking of vehicles on the premises and grounds.</p> <p>e. Assist in ensuring all site staff are trained in all relevant security procedures.</p>

3. Assist with overseeing the cleaning (internal and external) is performed efficiently and to a high-quality standard:

- a. Ensure all cleaning duties of site staff and cleaners are fulfilled and that the academies are a clean and litter-free environment.
- b. Ensure COSHH regulations are adhered to.

4. Take a supporting role in monitoring, maintaining the Health and Safety policies and procedure as they relate to the building, facilities, cleaning, and grounds:

- a. Lead in ensuring all fire, water, asbestos and other regulatory compliance matters.
- b. Assist in all fire/safety evacuation procedures and tests.
- c. Equipment used by site staff and cleaning staff is validated and in safe working condition.
- d. Risk Assessments and COSHH Assessments are up-to-date, and staff are trained in their use.
- e. Records are kept of regular checks/service calls on equipment.
- f. Ensure all site staff are trained in all relevant emergency procedures.

ADMINISTRATION

- a. Monitor and manage stock (e.g. bulbs, cleaning / hygiene materials) within an agreed budget, cataloguing resources and undertaking audits as required.
- b. Maintain an inventory of all machinery, equipment and /materials.
- c. Carry out complex administrative tasks e.g. maintaining records, information, and data, producing reports as required.

RESOURCES

- a. Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, E-mail, photography equipment) and compliance systems.
- b. Maintenance of specialist equipment, check for quality/safety, undertake specialist repairs/modifications within own capabilities and arrange for other repairs/modifications to be carried out by others. This will include intruder alarm, fire alarm, heating systems, BMS and any other systems associated with the running of the buildings.
- c. Control and manage devolved budget in line with financial procedures.
- d. Maintain tidy and organized workspaces and storage areas.
- e. Ensure health and safety guidelines are adhered to.
- f. Provide specialist advice and guidance as required.

MANAGEMENT

- a. To line manage site/cleaning staff ensuring the effective and efficient operation of the department.
- b. To hold regular team meetings with site staff to address any issues arising and to bring these to an acceptable conclusion wherever possible.
- c. To be responsible for the performance management and professional development of the site/cleaning staff.
- d. To be responsible for the recruitment and induction of new site/cleaning staff.

	e. Carry out additional duties in the absence of Health, Safety and Facilities Manager to ensure trust wide compliance to statutory requirements.
3.	MANAGEMENT OF PEOPLE Yes – Line Management of site/cleaning staff.
4.	CREATIVITY AND INNOVATION The postholder will be required to re-schedule work where\when necessary, in order to fit within the school day. May be required to organize work around contractors visiting the school.
5.	CONTACTS AND RELATIONSHIPS Contact with Line Manager Day to day contact with other employees at the school School Governors/Exec team Contact with members of the public regarding school lettings. Day to day contact with students and parents Be part of the network of site staff trust wide, partake in knowledge sharing.
6.	DECISIONS
	a) Discretion – The postholder may have a wide range of choices within a program of work, advice may not always be available, but work is carried out within a variety of procedures and policies.
	b) Consequences – Impact on the school would be quickly identified and easily remedied e.g. security or cleanliness of premises
7.	RESOURCES Cleaning equipment and materials, machinery, power tools, ladders, floor care equipment, ride on mowers etc.
8.	WORK ENVIRONMENT
	a) Work Demands The postholder may be asked to carry out several tasks and conflicting priorities, however, this does not impact on the overall program of work.
	b) Physical Demands Physical effort necessary associated with working at heights, use of equipment, bending, moving and handling e.g. taking in stock, lifting, pushing use of buffer, moving chairs, using power tools/plant etc.

	<p>c) Working Conditions</p> <p>Some lone working will be necessary. Possible exposure to human waste or other bodily fluids. Exposure to normal levels of dust found within a school environment. Some working outside on school premises. Flexibility regarding working hours i.e. requirement for split shifts. Work across multiple sites. Travel between sites.</p>		
	<p>d) Work Context</p> <p>Post holder will be at some risk working with cleaning chemicals and equipment, may be at risk of abuse and aggression from trespassers, children, parents.</p>		
<p>9.</p>	<p>KNOWLEDGE AND SKILLS</p> <p>The post holder must have in depth understanding of the following:</p> <ul style="list-style-type: none"> a. Health and Safety at Work Act 1974, relevant HSE regulations, ACOPs and guidance notes. b. Fire, water, heating, intruder and any other systems related to the running of a commercial building. c. Undertake training as required. 		
<p>10</p>	<p>GENERAL</p>		
<p>Other Duties - The duties and responsibilities in this job description are not exhaustive The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p>			
<p>Equal Opportunities - The postholder is required to carry out the duties in accordance with the Equal Opportunities policy.</p>			
<p>Health and Safety - The postholder is required to carry out the duties in accordance with the Health and Safety policies and procedures.</p>			
<p>Safeguarding -. All employees need to be aware of the possible abuse of children and if you are concerned you need to follow the Federation Safeguarding Policy. In addition, employees working with children have a responsibility to safeguard and promote the welfare of children during the course of their work.</p>			
	<p>Name:</p>	<p>Signature:</p>	<p>Date:</p>
<p>Job Description written by: [Manager]</p>	<p>.....</p>	<p>.....</p>	<p>.....</p>
<p>Job Description agreed by: [Postholder]</p>	<p>.....</p>	<p>.....</p>	<p>.....</p>