



Pinner Wood School Job Description and Person Specification

Position: Assistant Site Manager

Name of Job Holder:	ASSISTANT SITE MANAGER	Role Reports to: Site Manager, School Business Manager and Headteacher
Grade of post: G6		
Signed (Post Holder):	Signed (Post Holder)	Signed (Head Teacher)
Main Purpose	To ensure the maintenance and good working order of the school, so as to provide an appropriate safe and secure environment for the education for the pupils and the work of all the staff	
Liaison with	Teaching staff, support staff, SLT, Head teacher, pupils, parents	
Accountabilities	<p>Under the direction of the Site Manager, the Assistant Site Manager will be required to carry out the following responsibilities to a high standard while considering elements such as safeguarding.</p> <p>It is important to note that the post of Assistant Site Manager is very varied in its description; while the responsibilities detailed below are considered day to day roles these maybe be superseded by other tasks on an as and when basis.</p>	
Duties	<p>PREMISES MANAGEMENT</p> <ul style="list-style-type: none"> • Support the Site Manager in ensuring and promoting the security, maintenance, caretaking, cleaning standards and general well-being of the school. • Assist in the testing and monitoring of all statutory requirements e.g. fire alarms / drills, water management, legionella and electrical equipment, maintain a log of outcomes. • Assist the Site manager to liaise with contractors and whilst on site ensure their activities do not impact on the health and safety or safeguarding of pupils and staff. • Ensure the school is open and closed at the designated time and check that all is in good order. 	

ASSISTANT SITE MANAGER PERSON

(E- Essential D- Desirable)

- Identify and maintain a record of repairs and report appropriate information to the Premises Manager.
- Maintain the grounds in a clean and tidy condition, including sweeping (clearing litter from the staff carpark, paths, playground areas, cutting back plant growth, sweeping/clearing up leaves etc).
- Assist in line managing the team of School Cleaners in the absence of the Premises Manager ensuring that cleaning is always completed to a high standard.
- Ensure that any bodily fluid is cleaned up as soon as practicable in an efficient manner using the appropriate sanitiser.
- Assist in the cleaning of classrooms dining rooms and toilets using the appropriate chemicals and machines.
- Assist with the dining arrangements as required. i.e. setting out of dining tables, bins etc.
- Undertake minor repairs, improvements, decoration of the school site, within the range of own individual skills and capacity.
- Assist with the management and operation and organise school lettings under the leadership of the Head Teacher/ Business Manager/Site Manager.
- Liaise and maintain good working relationships with the Breakfast Club and After School Clubs and all various clubs / contracts / lettings on site.
- Carry out frost-precaution procedures.
- Take delivery of supplies ordered by the school and distribute appropriately.
- Monitor waste management and ensure recycling procedures are carried correctly and all waste is collected weekly by contractors.
- Work with the Site Manager to keep all records up to date on our SmartLog system.

SECURITY

- Support the Head teacher and Deputy Heads / Site Manager always ensuring the safety of the site and the people on it.
- Ensure that the building is secured after use, both internally and externally, this includes checking that all valuable equipment is in an alarmed area.
- Be aware of Health & Safety and COSHH regulations and assist in maintaining records ensuring all guidelines are followed.
- Take appropriate action to prevent trespass on the school grounds and record incidents of trespass or vandalism
- Be aware of Health & Safety and COSHH regulations.
- Participate in Health and Safety walks when required to address presenting issues that may cause a health and safety risk within the school.
- Ensure the good working order of school furniture, equipment and fittings.

ASSISTANT SITE MANAGER PERSON**(E- Essential D- Desirable)**

	<ul style="list-style-type: none">• Ensure that all Fire Exits are always kept clear and remove any items, etc.• Assist in completing any relevant administrative paperwork.
General Duties	<ul style="list-style-type: none">• Assist public relations by responding to parents and visitors in a helpful manner• Be a visible presence when on duty for open evenings, concerts, etc. to help staff/pupil and parent safety.• Assist staff in the maintenance of good order by encouraging pupils to behave responsibly in school and develop appropriate relationships with pupils.• Maintain good relationships with the Head teacher, Deputy Head teachers, Site Manager, Teachers, Office Staff, Support staff, Parents and Governors.• Read, understand and adhere to the school and Council's rules and policies relating to equal opportunities, health & safety, child protection and dealing with pupils, staff and parents.
Safeguarding	<ul style="list-style-type: none">• To be responsible for promoting and safeguarding the welfare of children within the school in accordance with our policy.

The Governing Body is committed to safeguarding and promoting the welfare of children, young adults and expects all staff and volunteers to share in this commitment.

Strong commitment to furthering equalities in both service delivery and employment practice.

Other reasonable tasks from time to time as directed by the Headteacher.

Duties and responsibilities of the post may change over time as requirements and circumstances change.

Person to whom responsible: The Headteacher

ASSISTANT SITE MANAGER PERSON

(E- Essential D- Desirable)

General heading	Detail	
Qualifications & Experience	Hold recognised training/qualifications associated with premises maintenance	D
	Experienced in DIY or skills in a trade and be competent at basic building repairs and maintenance	E
	The ability to understand and apply regulations such as health & safety, manual <i>handling</i> , <i>COSHE</i> , <i>Legionella etc</i>	E
	The ability to operate and understand electrical/mechanical systems	E
	Risk assessment experience/qualification	E
	To be able to use small industrial, electrical and mechanical equipment	E
Ability, Skills, Knowledge	Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post.	E
	Good communication skills	E
	Good numeracy skills	E
	Good IT skills	E
	Ability to manage own time effectively and demonstrate initiative including establishing priorities	E
	Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests	E
	Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school	E
	Ability to adapt to changing and conflicting demands	E

ASSISTANT SITE MANAGER PERSON**(E- Essential D- Desirable)**

	Ability to be flexible and work as part of a team or individually as required	E
	Ability to demonstrate an understanding of children	E
	Ability to contribute to the life of the school	E
	Ability to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies.	E