

Role Profile: Assistant Site Manager (37.4 hours a week, 52 weeks a year)

Purpose

The Assistant Site Manager is responsible to the Operations Manager in conjunction with the Site Manager for the effective and timely provision of maintenance services to the School and its staff. This includes security duties, the management of service facilities and grounds maintenance. In conjunction with the Site Manager the Assistant Site Manager is responsible for identifying repair requirements, processing and their satisfactory completion, which may be carried out either by contractors or, where deemed within the Assistant Site Manager's competency, by the Assistant Site Manager.

To be prepared for call out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to contractors etc who may be working on site, including school holidays and weekends

Key Accountabilities

- Working with the Site Manager to produce a Planned Preventative Maintenance (PPM) programme for the school.
- Provide effective, timely, maintenance and support services in relation to the school buildings and grounds.
- Clear the school grounds of litter, unsafe objects etc and inspect all playground equipment for condition and safe operation daily.
- Inspect the playground and all external areas ensuring the safety of all grounds, paths, fences, gates and steps, etc to which pupils/staff have or can gain access to.
- General security of the buildings and grounds including when appropriate 'opening and locking up', operating the Fire Alarm and the Intruder Alarm systems during and including school holiday periods.
- Provide an 'on-call' emergency service out of hours.
- The effective and economic operation of building services including central heating, lighting and water.
- Administration of school maintenance request forms, the processing of entries for repairs/ assistance and the execution of the required repair whether undertaken personally or contracted out.
- Calling in repairmen/contractors, through the Operations Manager, to undertake repairs/inspections.
- Checking on quality, effectiveness and completeness of works undertaken by repairmen/contractors.
- Undertake routine repairs and redecoration to the building structure/fabric, furniture, fences/gates/pathways electrical system, plumbing and equipment where necessary and as identified by the Business Manager and assessed as competent to do so.
- Assist with controlling the entry and presence of workmen/contractors within the school buildings/grounds, including gardening contractors.
- Grounds maintenance including clearing litter and leaves.

Key Accountabilities Cont/...

- Driving duties of a general nature in the school minibus as required.
- Carry out weekly and monthly routine inspections of the school minibus including cleaning.
- To provide general support services to customers letting the school during holidays and weekends.
- Undertake decorating of the school for special events eg, Christmas, parent's evenings and school fetes.
- Moving furniture and equipment around within the school and outside for special events.
- Ordering supplies via the Purchase Order System, as necessary as approved by the Business Manager.
- Assist with the production of work plans for seasonal and holiday periods.

The above is a non-exhaustive list and subject to variation in line with the needs of the business.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • A practical hands on approach • Must possess good communication skills. • Ability to work as part of a team and on your own initiative. • Ability to work with enthusiasm and motivation without direct supervision or when part of a team. 	

Qualifications/ Experience	<ul style="list-style-type: none"> • The ability to undertake general repairs / refurbishment at 'DIY' level and security experience. • Knowledge of electrical, mechanical and building structures. • Ability to identify harmful or potentially harmful conditions / practices / procedures within general areas of responsibility. • Ability to liaise with and administer repairmen / contractors. • Appropriate first aid qualification, or willingness to complete training. • Willingness to undertake training to obtain a D2 minibus driving licence. • Good organisational skills, including prioritising, and working to deadlines. 	
Other	<ul style="list-style-type: none"> • To learn new skills, techniques and practices for various trades, health and safety and grounds maintenance • Effective time management • Ability to work under pressure. • Proactive approach 	

Key Stakeholders:

Internal – School Staff & Pupils

External – External Hirers and contractors

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

Signed:

Name (print):

Date: