

Job Title: Assistant Site Manager
Grade: SCALE 4
Workplace: Schools and other educational establishments
Responsible to: Site Manager & Business Manager
Hours: To be determined by school

Purpose of Job

To take day-to-day responsibility for the security and safety of the organisation's sites and premises. To be responsible for non-structural repairs and maintenance, heating and ventilation and other general site services within the establishment. To oversee the general maintenance and cleanliness of the sites to provide a safe, secure and healthy environment for pupils, staff, parents, visitors and other users.

Main Duties

Security

- To be responsible for the issuing, collection, and safekeeping of all internal keys and for the replacement of any lost keys and arranging for the changing of locks as necessary.

At the end of the day:

- To lock all external doors/gates that form part of the organisation's sites (including any annexes which may be off site and demountable buildings). To lock such internal doors as required by the Executive Headteacher in accordance with recommended practice.

- To ensure that windows are closed and secured and ensure that lights, taps, etc., are switched off.

- To ensure that any equipment/valuables left in classrooms are locked in the classroom or secure store.

- To ensure that the buildings are empty, and that pupils and staff have left the school site before securing the building/grounds and setting burglar alarms.

At the beginning of the day:

- To unlock all internal and external doors/gates that form part of the school sites (including any annexes which may be off site and demountable buildings).
- To switch off burglar alarms, check premises for break-ins and when necessary, take appropriate action in accordance with school policy, including attending on the school sites out of normal working hours when required.

Cleaning

- To be responsible for monitoring stocks of cleaning materials and equipment for the caretakers allocated areas, ensuring safe storage at all times.
- During school sessions, to check toilets and clean as necessary, including in emergencies.
- To ensure that the school premises are cleaned to a satisfactory standard specified by the Authority, bringing to the attention of the Site Manager any incidental unsatisfactory standards of cleanliness.
- To clean on a daily basis, the caretaker's designated areas of the school sites.
- To ensure that the school grounds are cleaned/maintained to a satisfactory standard as specified by the Authority. To sweep playgrounds, keeping drainage free from debris, including fallen leaves, pick up litter, empty litter bins.
- Where safe to do so, move refuse/containers to allow for collection and to allow for refuse collection vehicles.
- During snowy conditions, to clear and salt/grit paths to main entrances, playgrounds, paths, steps, car parks and driveways. To keep internal entrances clean including mopping salt/grit from path clearance during snowy or inclement weather.
- To ensure that all hard surface areas are free from weeds.
- After training, to clean carpet areas not forming part of the Cleaning Contract using an industrial cleaning machine.
- During normal working hours, mop up body spillages as necessary in all areas of the school in accordance with Council Infection Control procedures.
- To dust walls and clean light fittings to a height of 11 ft.

- To carry out emergency cleaning in all areas of the school sites following storms, floods or break-ins.

- To plan and liaise with contractor(s) to ensure that a major cleaning programme of designated areas during School closures is completed.

Decoration

- To fill in, repair and paint rooms where necessary (heights not exceeding 2.5m).

- To paint fences, benches and any other items in need of replenishment.

- To repair/replace damaged carpet tiles when necessary.

Other Assistant Site Manager duties

- To ensure the heating system in the School operates:

- switch plant to holiday period setting as required;

- reset lock out switches when necessary;

- to check regularly that boilers are operating properly;

- During normal working hours, to receive and sign for deliveries at the School checking number of packages and carrying to recipient or to other store areas.

- To transport packages and containers, furniture and equipment throughout the school sites and to take delivery of internal and external post as required, handing to nominated members of staff.

- To set out and prepare rooms and halls as necessary for parents' meetings, staff meetings, examinations and other school activities, moving desks and chairs as required.

- To remove graffiti from interior and exterior surfaces wherever possible. Where removal is not possible to report to appropriate Council Department or Executive Headteacher.

- Responsibilities during a fire or other emergency:

- open main gates to allow access for emergency vehicles;

- liaise with emergency services (e.g. location of main switches, stop cocks, and any chemicals on site)

- replace broken glass in alarms (after fire drill or false alarms).

· To undertake work outside the Minor Maintenance Scheme which can be regarded as 'minor work to do with the taking care of the premises' for example:

To make secure broken doors; boarding up broken windows; oiling bolts on external doors; clearing blocked sinks with plungers; clearing plastic waste pipes; clearing blocked drain covers; replacing existing toilet chains; repairing or refixing chalk boards or notice boards; minor redecoration work (not requiring specialist expertise, e.g. touching up paintwork after changing broken locks); replace or refix broken or missing wall tiles; remove or refix damaged or hazardous floor tiles/surfaces.

· To ensure school clocks are correct particularly after changes to British Summertime and replace batteries as required.

· To replace light bulbs/tubes as necessary to a height of 11ft.

· To ensure that all rain water gutters, down pipes (and gullies on low level roofs) are free from any blockages.

· To test fire alarm systems from a different call point on a monthly basis, keeping records accordingly.

· To test water parameters as set out in the Control of Legionella Bacteria in Water Systems: Approved Code of Practice & Guidance and log results using.

· To inspect fire doors on a weekly basis checking door closers and hinges and log results using (escalate when necessary).

· To check the condition of all fire extinguishers and log results.

· To test the emergency lighting system on a monthly basis (flick test) and log results.

· To test the disabled toilet alarms on a weekly basis and log results using.

· To complete fire safety checklist on a weekly basis and log results.

- To be responsible for ensuring that any site and building maintenance defects are drawn to the attention of the Authority's Building Surveyor, where possible, reducing to a minimum any danger

to building users. To keep the Site Manager/Business Manager informed of action taken in this connection, particularly where work is likely to disrupt the premises.

- To liaise with local firms, builders, etc. for work to be carried out using school budget/expenditure.

- To report emergencies to the Site Manager, business manager, contractor or corporate landlord's emergency service when warranted to ensure immediate action, keeping records and following up to ensure work is completed satisfactorily. To notify property and contracts of any deficiencies in the system and of any problems regarding structural repairs.

- To maintain appropriate relationships with pupils at all times, and to be prepared to answer questions sensitively from pupils about the work of caretakers in order to play an active role in the school community and ethos.

- To undertake such other duties appertaining to the use of the premises as may be necessary from time to time in accordance with established local practice or with the reasonable requirements of the Authority.

Duties in relation to school lettings

- To undertake regular lettings during evenings and weekends as required by the Site Manager.

- To meet prospective hirers and show them round the school.

- To ensure hirers comply with regulations in respect of lettings.

- To ensure classrooms/halls etc., are set out in accordance with hirers requirements.

- To exercise general supervision throughout the period of the lettings paying particular attention to health and safety and security of the building.