

JOB DESCRIPTION **ASSISTANT SITE MANAGER**

BAND E - NJC POINTS 7-11
30 HOURS PER WEEK ALL YEAR ROUND

Responsible To: Site Manager/Business Manager

Job Purpose:

The Assistant Site Manager is responsible for assisting in the day-to-day control of the cleanliness, heating, lighting, and security of the school building. The Assistant Site Manager is responsible for assisting in maintaining a safe, hygienic environment for pupils, staff, and other users of the school premises.

MAIN DUTIES AND RESPONSIBILITIES

SECURITY

- Be responsible for the maintenance of the security of the premises, including the locking and unlocking of the school building and bringing any defects to the attention of the Site Manager/Business Manager.
- Be a key holder and point of contact in an emergency callout situation. Make emergency repairs if necessary.
- Allow access to and supervise any contractor who may be working on the site, in school holidays or weekends, ensure that they adhere school policies and procedures.
- Ensure machinery is securely locked away.

GENERAL

- The Assistant Site Manager will ensure the promotion and maintenance of the school/environment which gives a positive image of Milton School to pupils, staff, parents and visitors.
- Sweep yards, pick up litter and be responsible for the removal of debris from paths, play areas, grassed areas and all entrances.
- Undergo Health & Safety training as required.
- Ensure policies and procedures are followed.
- General maintenance and minor repair work including; doors, windows, toilet seats and flushes, furniture, tap washers and some painting of doors and walls.
- General portage duties and moving of furniture.
- Conducting risk assessments as required inside and outside the building.
- Receive and check goods and supplies and distribute to the appropriate place.
- Ensure that clear passage is maintained on fire escape routes.
- Test fire alarms regularly, maintain fire register.
- Report any defects of building, furniture, fittings and equipment to the Site Manager/ Business Manager and Principal.

GROUNDS MAINTENANCE

- Monitor the condition of the buildings, grounds and fittings and furniture, carrying out some repair and maintenance tasks. Arrange for contractors as agreed with the Site Manager/Business Manager.
- Make safe any hazards and ensure that the area is cordoned off.
- Keep paths and entrances free of ice and snow to ensure the safety of pupils, staff and visitors.

MANAGEMENT

- Supervision of cleaning staff and monitoring of cleaning standards as required.
- Ensure cleaning staff have adequate training and follow correct procedures.
- Be responsible for stock control of cleaning equipment.
- Maintain Health & Safety records, updating and responding to items identified by staff.
- Monitor the work of contractors working on site.

HEATING, LIGHTING AND WATER

- Ensure lights are switched off and appropriate electric plug sockets unplugged.
- Ensure taps are turned off.
- Ensure all lighting and heating is working effectively.
- Read gas, electric and water meters as required.
- Liaise with Legionella checking.
- Monitoring and setting of heating controls and boilers.
- Be aware of the location of all stopcocks, gas and electricity meters.
- Ensure that the boiler house is tidy and that no flammable material is stored there.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks, as may reasonably be expected within the scope and grading of the post. Job descriptions should be regularly reviewed to ensure they are an accurate representation of the post.