

Job Description

Establishment: Fairfield Primary Academy

Post Title: Assistant Site Manager

Grade/Pay Range: NJC 3-4, (£5016 - £8026 actual salary-dependant on decided working hours)

Hours/weeks: part time between 10 and 16 hours per week (negotiable for the right candidate) all year round, working times to be 6.30am-9.30am 4 days a week and 6.30am-10.30am 1 day a week.

Reporting to: The Site Manager, Trust Estates & Facilities Manager & the Principal or the Senior Leader Responsible in the Academy

Overall Purpose of Post:

To assist in the efficient and effective site management of the Academy ensuring the security, maintenance, cleanliness and general appearance of the buildings and surrounding areas are maintained in accordance with the Spencer Academies Trust standards.

The Assistant Site Manager will have delegated responsibility for premises decisions following appropriate discussions with the Site Manager.

In the absence of the Site Manager, provide effective line management of the site and cleaning team as appropriate to the staffing structure of the Academy.

As part of the Spencer Academies Trust you may be required to work flexibly across the Trust sites in agreement with the Trust Estates and Facilities Manager.

Main Duties and Responsibilities

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate.

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy year requires some of these tasks to be done regularly whilst others will be on an annual cycle. Specific responsibilities include:

Health and Safety

1. Working with the Site manager, ensuring that the Health, Safety and Environmental (HSE) requirements are maintained as specified in the HSE Management System.
2. Assisting the Senior Leadership Team and Trust Estates and Facilities Manager to formulate, monitor, implement and review the Academy's Health and Safety Policy, including the introduction of all risk assessment procedures.
3. In the absence of the Site Manager, to advise all employees as appropriate on health & safety matters.
4. Working with the Site Manager, to continually assess the site for health & safety risks and to undertake regular health & safety inspections as directed by the Local Governing Body, Senior Leadership Team and Trust Estates and Facilities Manager.
5. In co-operation with the Fire Service, the installation and maintenance of equipment for protection against and escape from fire. Keeping records and initiating regular fire practices.
6. Ensuring that EVERY health and safety management system, processes and practices are maintained accurately and timely.

Premises

To assist the Site Manager to plan, manage and/or undertake planned and reactive maintenance programmes, to include, but not limited to, painting, decoration, joinery, plumbing and internal glazing to include liaison with suppliers, overseeing contractors and monitoring service level agreements in conjunction with the Trust Estates and Facilities Manager.

In the absence of the Site Manager, monitor all service contracts including cleaning to ensure that maintenance is performed according to schedules.

The duties of the Assistant Site Manager include, but are not limited to, the following:

1. In the absence of the Site Manager to be responsible for the ongoing operation of the building services, ensuring that defects and malfunctions are reported to the Maintenance Engineer/Trust Estates and Facilities Manager and dealt with in a timely fashion. **In the case of a serious malfunction the Senior Leadership Team must be informed immediately.**
2. Be responsible as key holder for the premises, lock/ unlock the site, attending call-outs and emergencies outside of the school day.

3. To be responsible for ensuring clear and safe pedestrian access to the school and on the school site in particular during adverse weather conditions (e.g. snow clearing, gritting etc.).
4. To store and dispose of waste materials in a safe, hygienic manner ensuring that it is available for collection as required.
5. To undertake portage tasks as required including setting up and clearing away furniture.
6. To undertake handyman tasks such as minor plumbing issue, joinery and building maintenance skills.
7. To ensure the grounds are clean and presentable, where required to undertake basic gardening maintenance duties.
8. To attend, as necessary, to visitors, such as contractors, utility supplier representatives, and monitor any work being carried out.
9. In conjunction with the Contract Cleaners, ensure that standards of cleanliness are maintained. To undertake cleaning duties, interior and exterior, as appropriate.
10. To assist the Site Manager with delegated responsibility for compliance with statutory regulations relating to asbestos, PAT, legionella and emergency light testing, gas and electrical testing and to undertake risk assessments as appropriate.
11. Responsible for the availability and operation of the premises during lettings, attending and securing the school during/following regular and occasional lettings outside normal school hours.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all academy policies including in particular health and safety and safeguarding.
- Be aware of and comply with the Employee Expectations and Code of Conduct policies.
- Participate in the academy appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.

- Contribute to the overall aims and ethos of Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
- These above mentioned duties are neither exclusive nor exhaustive, the post-holder maybe required to carry out other duties as required by the Trust.

Additional Information

Although a 16 hours per week contract, the nature of the post requires flexible working patterns to meet the needs of the Academy. The Assistant Site Manager will be required to cover the absence of the Site Manager where required. Consequently, working arrangements will be determined by the Principal and Site Manager. Prolonged working above the 37 hours may attract time off in lieu where this is agreed in advance.

Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks.

Name of post holder:

Signature:

Date:

Person Specification

Essential	Desirable	A,I,T
Qualifications and experience		
<p>Good standard of education GCSE Maths and English grade C or equivalent</p> <p>Recognised training/qualification associated with site management</p>	<p>H&S qualifications</p> <p>Previous experience in an educational environment</p> <p>Management of staff</p>	
Knowledge and skills		
<p>Ability to communicate clearly orally and in writing and able to work collaboratively with others</p> <p>Ability to work within school based systems and specified timelines</p> <p>Through and demonstrable knowledge of building maintenance works (fabric and internal systems e.g. heating, plumbing, carpentry, electrical etc)</p> <p>Knowledge of Health & Safety Legislation – willing to undertake training as appropriate.</p> <p>Sound planning, negotiation and influencing skills together with ability to gather information, analyse data and problem solve.</p>	<p>Academy procedures</p>	
Personal qualities		
<p>Excellent interpersonal skills</p> <p>Initiative and ability to prioritise own work and that of others to meet deadlines. Efficient and meticulous in organisation</p> <p>Able to follow direction and work in collaboration with the leadership team</p> <p>Able to work flexibly, adopt a hands on approach and respond to unplanned situations</p> <p>Ability to evaluate own development needs and those of others and to address them</p> <p>Commitment to the highest standards of child protection and safeguarding</p>		

Recognition of the importance of personal responsibility for health and safety		
Commitment to the Trust's ethos, aims and whole community.		