St George Catholic College

Job Description for Assistant Site Manager

As a Catholic school, all staff work with the Headteacher and the Governors in realising the educational Mission of the Church which is reflected in the school's vision statement, its SEF and the school development plan.

As an Assistant Site Manager, you will share responsibility for the ethos, management and development of the school.

Grade:	6
Hours:	9am – 5pm (4.30pm on a Friday) 37 hours, 52 weeks
Responsible to:	Site Manager & Business Manager
Overall Function:	To be responsible for the security, safety and maintenance of the College site and buildings.

All members of support staff are involved in Performance Management and Pay Review.

Section 1 – Core Tasks

1. To carry out maintenance and repairs to the building and grounds as directed by the Headteacher, Site Manager and Business Manager. A good level of painting and decorating experience is needed.

2. To detect and report building defects to the Site Manager and consult with the Site Manager regarding emergency repairs to building or furniture. To be able to resolve problems and defects or bring in contractors if required.

3. To ensure the grounds and hard areas remain tidy by removing litter twice a day etc, this is to include the pavements on the outside of the perimeter fence.

4. To undertake basic inspections of the college's fleet of vehicles refuelling and cleaning, checking tyre pressures etc.

5. To assist the Site Manager with compliancy checks as required. Testing of alarms, water flushing, boiler room checks etc.

6. To create and maintain a safe environment, ensuring that health and safety regulations and safe working procedures are adhered to throughout the school.

7. When on duty, to direct workmen and contractors to the site of repair or maintenance work and verify that contractors have attended and appear to have completed the task for which they were hired.

8. To arrange and/or carry out the movement of furniture and equipment within the site e.g. setting up of examination halls.

9. Liaise with Southampton City Council Services and other contractors when they visit site.

10. When on duty, to be responsible for the operation of lighting and heating equipment, tripped RCDs and general faults.

11. To assist with the checking of and distribution of items delivered to the site as required.

12. To report any Health and Safety concerns to the Site Manager.

13. Each day clear the all-weather pitch of litter and other pollutants such as leaves.

14. Complete weekly maintenance on the all-weather pitch. This includes using the equipment and sweeping it once/twice a week.

15. Attend to and clear up any emergency occurring whilst on duty including spillages, floods and bodily fluids.

16. Prepare areas within the school that are used for school related activities and functions, moving furniture etc as needed.

17. Ensure snow and ice are cleared and apply rock salt to external paths as needed.

18. Organise the movement of goods as required after delivery, assisting with unloading heavy items when on site.

19. Enable access of and liaise with authorised contractors.

20. When on duty, to wear uniform and carry communications equipment phone/radio at all times.

21. To keep a log of maintenance work completed.

22. To collect equipment when required from stores for maintenance and cleaning work.

Section 2 – Other Tasks

23. To be a key holder responsible for security and to arrange access to the site for contractors and other authorised persons at all reasonable times as agreed with the Headteacher/Line Manager (Site Manager)

24. To assist the Site Manager with organizing cleaners when needed, due to sickness or absence.

25. To order and account for cleaning items. The issue of these items and a general knowledge of COSHH.

26. To undertake any action as directed by the Headteacher/Line Manager in the event of bad weather or emergency e.g. clearing of snow or ice from paths, dealing with floods, fire, break-in etc.

27. Undertake, or arrange for handyperson, projected improvement within your/shift caretakers' level of competence.

28. To take responsibility of the site and security of the school. You may be required to oversee lettings in the evening.

29. To cover for the Site Manager in his absence, including the supervision of the cleaning staff.

30. To check and maintain all classroom clocks as well as the college bells.

31. To undertake any other duties as reasonably requested by the Headteacher or the Site Manager.

Health and Safety
In carrying out the above tasks, the Assistant Site Manager will be expected to create and maintain a safe environment by ensuring that health and safety regulations and agreed codes of practice for SCC employees are adhered to.

Supporting the school
At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
2. Attend and contribute to staff meetings and INSET days as required and identify areas of personal practice and experience to develop.
3. Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.

Other Duties
Any other duties which reasonably fall within the purview of the post, which may be allocated by the Headteacher after consultation with the postholder.

All post holders are expected to support the school's aims, familiarise themselves with school policies and procedures and to reinforce these with students, parent and clients where appropriate. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check.