



Fides Caritas Unitas

ALL SAINTS RC SCHOOL

Job Description

Job Title:	Assistant Site Manager
Job Purpose:	To make sure that the buildings and grounds are in proper working order, maintaining a safe working environment for all users of the facility.
Accountable to:	Buildings Manager
Salary Grade:	Grade 4, 1-4 Subject to evaluation
Disclosure level:	Enhanced
General responsibilities and key tasks as shown below:	
Main (Core) Duties	<ul style="list-style-type: none">• To carry out minor repairs eg securing broken windows, changing light bulbs, lighting tubes and unblocking sinks and drains and report any faults requiring specialist help eg electrical contractor• To make sure the premises are clean and that rubbish is collected and taken away, and any graffiti is removed. Includes cleaning up when children are ill or have accidents.• To maintain the grounds and remove litter. Includes salting and gritting and clearance of snow in adverse weather conditions.• To be responsible for the security of the buildings and grounds eg monitoring of surveillance equipment and intruder alarms. Includes accepting deliveries and checking off receipt of goods. May be responsible for supervising contractors who are on site.• To carry out security checks to the buildings and grounds. Unlocking, locking and securing of buildings.• Arranging furniture and preparing rooms for meetings, assemblies and activities and clearing away afterwards.
Supervision/ Management of People	Direct: None Indirect: Contact with contractors in respect of access, security, progress against their contract/programme of work and general conduct whilst on site.
Creativity and Innovation	The work is generally covered by guidelines and policies but does require the postholder to be involved in the improvement of systems and the development of procedures within their areas of responsibility



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<p>Contacts and Relationships</p>	<p>Internal: Comes into regular contact with cleaning staff and other staff. Most issues will usually be on well established matters.</p> <p>External: Comes into contact with suppliers and contractors, Education, planning and building professionals, parents, members of the public, the Fire Service and Police service.</p> <p>Most of the relationships are straightforward although there may be a need for the postholder to negotiate with contractors over site access, balancing the need to minimise disruption to school activities whilst still allowing building projects to progress according to the programme.</p>
<p>Decisions – discretion and consequences</p>	<ul style="list-style-type: none"> • Liases with the Site / Buildings / Business Manager to make decisions about the day to day running of the school premises within clearly defined procedures. Many decisions are dictated or influenced by risk assessment, Health and Safety legislation and school protocols.
<p>Work Environment</p>	<p>Work demands</p> <ul style="list-style-type: none"> • The work is subject to change and interruption. <p>Physical demands</p> <ul style="list-style-type: none"> • Work requires normal physical effort with periods of substantial effort involved in the maintenance of the entire site. <p>Working conditions</p> <ul style="list-style-type: none"> • Work involves significant elements of inside or outside work involving some exposure to unpleasant or difficult surroundings eg ladder work, boiler house, drains etc <p>Work context</p> <ul style="list-style-type: none"> • May involve contact with potentially hazardous substances eg chemicals, hypodermic needles but training and protective equipment is given where appropriate.
<p>Knowledge and Skills</p>	<ul style="list-style-type: none"> • The post holder needs a good level of practical skills in the following areas: • Buildings and grounds maintenance • Safe use of ladders and platforms • Manual handling techniques • Fire safety measures • Security issues (including re-programming alarms) • Safe use of power tools • Cleaning and maintenance of floor coverings and use of specialist equipment • Needs to have a good awareness and knowledge of: • Health & Safety legislation and the practical implications



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- Safe disposal of sharps
- COSHH issues
- Electrical safety
- Waste disposal procedures
- School protocols, policies and procedures

Position of Job In Organisation Structure

Buildings
Manager

Assistant Site
Manager

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.