

ST WILFRID'S RC COLLEGE

JOB DESCRIPTION

POST TITLE: Assistant Site Manager

GRADE: Band 5

RESPONSIBLE TO: Site Manager

Overall Objectives of the Post:

To provide a caretaking service within the School and be responsible for the cleaning, heating/lighting of the premises, as well as undertaking minor repairs and maintenance.

Key Tasks of the Post:

1. You will be responsible for the opening and closing of the premises (including gates) and the de-activation and activation of the security alarms.
2. You will open and close the premises when lettings/school events occur. In addition, proactively market the lettings facilities available.
3. You will co-ordinate the mini bus booking system, including managing the lease or service level agreement, ensure the mini bus is fit for purpose and drive the mini bus as required.
4. You will be responsible for the cleaning of designated areas, identified by the Site Manager.
5. You will co-ordinate the schools' Health & Safety training matrix, ensuring all renewals, course refreshers and associated paperwork are in place within expected timescales.
6. You will complete purchase orders, source quotes following the school's financial procedures and use the finance system.
7. You will attend to duties to maintain the heating system. You will:
 - Check boiler and lighting plant and report faults.
 - Check on any energy conservation measures.
 - Check the operation of the fire alarm system on a regular basis (with the Site Manager/SLT link).
8. You will note repairs requirements and report them. You will:
 - Liaise with maintenance contractors, note their activities and report any concerns to the Site Manager/Headteacher.
 - Carry out minor handy person repairs such as changing light bulbs, strip lights, fuses, plugs, unblocking drains and sinks etc.

(NB Minor repairs are defined as, those that a reasonably competent handy person would carry out in their own home)
9. You will remove litter, leaves and other debris from all external areas of the premises. You will:
 - Clear snow and ice in areas creating potential hazards and to clear pathways to give safe access to the premises.
 - Implement any agreed gritting procedures in case of bad weather.

- Remove debris from gullies and traps
 - Empty external litter bins
 - Remove graffiti
10. Under the direction of the Site Manager, you will supervise the work of cleaning staff in the school, and support with the following specific areas. You will:
- Raise any concerns in service provision to the Site Manager.
 - Move furniture and equipment to suit the needs of the school.
 - Clean and arrange furniture and clean classrooms in an appropriate standard for lettings.
 - Replenish janitorial supplies in toilets and classrooms as appropriate.
 - Assist the Site Manager/Headteacher in ordering cleaning materials.
11. You will supervise the movements of delivery vans on site. You will:
- Help with the unloading of goods vehicles.
12. You will note Health and Safety issues and report them and be involved in risk assessment process. You will:
- Complete accident reports as necessary.
 - Carry out risk assessments
 - Store away cleaning equipment and keep secure those cleaning materials that are a potential health and safety risk.
13. You will monitor the work of the Grounds Maintenance Contractor and any other contractor where required. You will:
- Report any concerns to the contractor.
 - Report any concerns to the senior management team/line manager in the school.

The School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to obtain an Enhanced Certificate of Disclosure.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: BTG

Date: December 2018