**ASSISTANT SITE MANAGER**

**Job Description**

|  |
| --- |
| **Job Purpose** |
| Under the direction of the Business Manager, work as part of the site team to ensure a safe and secure environment for staff, pupils and visitors. |
| **Major Tasks**  |
| * Open up the school building and gates
* Turn off the building security alarm
* Initial internal and external checks of the building
* Regular checking of the site team Spiceworks system for job requests from school staff, responding and updating accordingly
* Checks of the Building Management System (BMS)
* Shared site team responsibility for updating the asset management and compliance system (Parago)
* Empty internal recycling bins as required
* Empty external waste bins and litter pick as required
* Distribute parcels to relevant departments
* Set up and removal of furniture as required e.g. meetings, exams, school events and activities
* Basic repairs and maintenance e.g. put up displays/boards, remove/repair broken or dangerous items of furniture and cleaning equipment
* Safe handling and use of equipment in accordance with the relevant risk assessments
* Prioritise workload with the emphasis on safety, security and safeguarding
* Immediate cleaning of spilled liquids/materials/body fluids and solids for health and safety purposes
* Liaise with any contractors attending site
* Provide grounds maintenance cover if required
* Site team support during severe weather conditions
* Driving of the school minibus when required
* Support during any fire alarm/lockdown/building alarm activations
* Carry out any other duties as directed by the Business Manager, Head Teacher or other members of the Senior Leadership Team (SLT)
 |
| **Contacts & Relationships** |
| * Business Manager - to take instruction to fulfil the duties of the post
* IT Manager – oversight of the Building Management System (BMS)
* Other contacts – Head Teacher, Senior Leadership Team (SLT), school staff, contractors, parents, visitors, emergency services
* Be contactable at all times during contracted hours by carrying a school device
 |
| **Creativity** |
| * The ability to react to unforeseen operational circumstances
* Flexibility to work additional hours to cover absence, school functions etc.
 |
| **Decisions** |
| * The postholder will make decisions in line with set procedures or protocols
* Prioritise workload with the emphasis on safety, security and safeguarding
* Ability to use personal discretion and seek advice from the Site Manager when necessary
 |
| **Management & Supervision** |
| * Supervision of the Caretaker (in conjunction with the afternoon Assistant Site Manager)
 |
| **Supervision Received** |
| * Supervised by the Business Manager
 |
| **Complexity** |
| * Good communication skills
* Good numeracy and literacy skills
 |
| **Resources** |
| * Use ICT effectively.
 |
| **Impact** |
| * Provide a safe and secure environment for staff, pupils and visitors
 |
| **Physical Demands** |
| * The role is a practical one and as such can often be physically demanding
 |
| **Working Environment** |
| * The role will involve both office and outdoor work
 |
| **Emotional Context**  |
| * The postholder may be subjected to verbal abuse from third parties which may be unsettling
 |
| **Other** |
| The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade. The postholder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc. The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations. |

**Person Specification**

|  |  |
| --- | --- |
| **Criteria** | **Standard** |
| **Qualifications** | * Hold a MIDAS (minibus) certificate or be willing to obtain one
* No specific qualifications required
* To undertake any internal or external training relevant to the role
 |
| **Experience** | * Experience of DIY or a trade desirable
 |
| **Knowledge** | * Health and safety policies and procedures
* Security policy and procedures.
* C.O.S.H.H. regulations
* Hygiene procedures
* Moving & manual handling procedures
* Use of computer systems
 |
| **Skills** | * Good organisation skills
* Good communication skills
* Ability to implement and respond to changes
* Ability to work independently but also be a team player
* Ability to be proactive
 |
| **Personal style & behaviours** | * Able to relate well to children & adults and develop good working relationships.
* Reliability
* Flexibility
* Honesty
* Integrity
 |

This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.

This post has been assessed as requiring XXX level under the Common European Framework of Reference for Language (CEFR).

……………………………………………………………………………………………………………

We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

……………………………………………………………………………………………………………

|  |  |
| --- | --- |
| **Type of criminal records checks required for this post** | **Ticked as required** |
| None |  |
| Basic Disclosure |  |
| Standard Disclosure |  |
| Enhanced Disclosure |  |
| Working with Adults - Regulated Activity |  |
| Working with Children - Regulated Activity |  |

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>