

## THORPEDENE PRIMARY SCHOOL

### JOB DESCRIPTION

<b>Title of Post:</b>	Assistant Site Manager
<b>Banding:</b>	Level 3 point 10 - 14
<b>Responsible to:</b>	Site Manager
<b>Purpose of the Job:</b>	Support the Site Manager by carrying out a range of caretaking duties including security and supervision of the site and related equipment, and other caretaking duties including portering, cleaning and maintenance.
<b>Example Duties and Responsibilities:</b>	<p>The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the postholder.</p> <p><u>Security and Supervision</u></p> <p>To act as a key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm(s).</p> <p>Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.</p> <p>Dealing with enquiries and liaise with officers and employees, workers and contractors and, where appropriate, advising the Site Manager or School Business Manager of their presence.</p> <p>Attempting to prevent unauthorised access onto the school premises or grounds. (Note: in fulfilling this responsibility all employees are expected to work within established school procedures and the Code of Practice No. 32(S) Managing Violence in Schools).</p> <p>Monitor fire safety equipment and carry out fire drills.</p> <p>Monitor CCTV or surveillance equipment where appropriate.</p> <p><u>Caretaking and Maintenance</u></p> <p>Carrying out first line repairs and maintenance which are not beyond the scope and capability of the postholder including:-</p> <ul style="list-style-type: none"><li>• Plumbing work – e.g. repairing a leaking pipe, simple installation work, such as plumbing in a new tap, or replacing washer etc;</li><li>• Redecoration as appropriate;</li><li>• Plastering work such as repairing cracked or broken plaster, making good damaged walls for example, following the removal of say, shelving or similar fittings;</li></ul>

- Fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc;
- Glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external. Note: specialist contractors would be used for repairs to large window panes or double glazed units or windows at a high level.

Ensuring that all areas within the site are free from litter and that all drains and gullies are free-flowing and clean.

Taking delivery of stores, materials and other goods and conveying them to their points of distribution. Dispatching, goods, materials etc.

Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures.

Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate.

Carrying out routine procedures or checks on ancillary equipment e.g. checking batteries, automatic pumps and areas subject to flooding.

Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage.

Undertake regular site inspections / safety audits. Identify defects and record repair and maintenance requirements and assist with relevant risk assessments as required.

#### Other Duties

Testing portable electrical equipment if trained and accredited to do so.

Undertaking letting and related duties as appropriate in accordance with the local agreement.

Preparing the school premises and site for out of school activities.

Assisting, as required, in the completion purchase order forms for the requisition of stores and repairs.

Promote and ensure the health and safety of pupils, staff and visitors at all times.

Undertake training as conducive with the post.

#### General

At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures.

Such other duties relating to the use of the premises as may be necessary from time to time in accordance with established local practice or within the reasonable requirements of the Headteacher and Governing Body.

The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the duties set out above. The post requires an enhanced disclosure by the DBS and pre-employment checks.

Agreed by:

Headteacher

Post Holder

Date