

Job title: ASSISTANT SITE MANAGER

Job Purpose: The main purpose of this post is to assist and deputise for the Site Manager in order to ensure the site offers a safe, clean, and pleasant environment, conducive to the provision of education and other relevant services.

Accountable to: Site Manager / Business and Finance Director

Hours of work: 36.25 hours per week

Scale: NJC Band 3 Points 6 - 11

Holidays: All Year Round Contract.

Duties and Responsibilities:

Altrincham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

- 1) To deputise for the Site Manager
- 2) To support the Site Manager in the following duties:
- 3) Site Management and Maintenance Duties
 - a) Ensuring the maintenance of all buildings, fixtures, fittings, furniture, equipment and open areas within the site and where possible, personally carrying out an element of planned maintenance or repair work
 - b) Ensuring the security of all buildings, contents and grounds, including the operation of fire and burglar alarms and monitoring of CCTV systems and key holder responsibilities; including attending alarm call outs, liaising with the alarm company and Constabulary as necessary
 - c) Ensuring the routine and emergency opening and closing of school premises and grounds
 - d) Supervising, monitoring, inspecting and recording work undertaken by external contractors including, building maintenance and cleaning contractors. This will include liaison with contractors before and during the work and generally ensuring the work has been completed satisfactorily
 - e) Ensuring, maintenance and operation of security, fire alarm and changeover-bell systems including relevant test procedures
 - f) Ensuring the maintenance and operation of heating, lighting, ventilation plant and equipment, taking into account codes of practice. Ensuring minor repairs, replacements and periodic servicing are undertaken where appropriate

- g) In consultation with the Site Manager, being aware of use, and measures taken for control, of hazardous or noxious chemicals or materials
- h) Organisation, movement and setting out of furniture into specific rooms to meet the demands of the day to day operation of the Academy.

4) Administrative and Financial Duties

- a) Administration of stock and utilities control systems to ensure continuous availability of products, materials, equipment and services at the site
- b) Completion of necessary paperwork and records including time-sheets, orders, completion certificates and other documents relevant to the post holder's duties
- c) Liaise with the Headteacher on site matters relevant to the post holder's duties

5) Associated Duties

- a) Portage of such items as stationery, equipment, materials, furniture, items for disposal etc. as required
- b) Personal or delegated supervision of use of the building outside normal school hours, charges, users' requirements or any other associated subject.
- c) Driving duties at the discretion of the Headteacher.
- d) Attendance at and participation in school meetings and functions at the discretion of the Headteacher.
- e) Representing the school at meetings with outside bodies and contractors at the direction of the Business and Finance Director / Site Manager / Headteacher

6) To be flexible with working hours:

- a) Cover for the Site Manager during such instances as holidays and sickness absence.
- b) Requirement to work on a rota to cover Saturday lettings which are paid as additional hours to the main contract.

7) Undertake such duties as may from time to time be reasonably assigned by the Headteacher

All duties must be carried out to comply with:-

- The Health and Safety at Work Act
- Acts of Parliament, Statutory Instruments and Regulations and other legal requirements.
- Nationally agreed Codes of Practice, which are relevant.

All duties will be carried out in the working conditions normally inherent in the job.

PERSON SPECIFICATION

JOB TITLE: Assistant Site Manager

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT *
1. Experience	
Working as part of a team	A/I
Carrying out general maintenance	A/I
2. Knowledge	
Requires knowledge of policies, procedures in relation to school security	A/I
Health and Safety Regulations	A/I
3. Skills & Abilities	
Excellent communication skills with staff, students and external contractors	A/I
Excellent time management and ability to prioritise workloads	A/I
To make decisions out of hours when senior staff not present and report appropriately	A/I
Monitor work of external contractors	A/I
Safe storage of equipment and consumables	A/I
Responsible key holder for locking and unlocking of premises	A/I
5. Desirable	
Basic ICT Skills	A/I
Knowledge/skills equivalent to current national qualification NVQ2	A/I

*** Method of Assessment**

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview,
P = Presentation, **T** = Test, **AC** = Assessment centre