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*Our Vision:*

*To develop aspirational learners who strive for excellence academically, creatively and culturally, benefitting from a wide range of opportunities led by inspirational educators.*

**Shirley High School**

**Performing Arts College**

***“Striving for Excellence”***

**Job Description:**

Post: Assistant Site Manager

Line Manager: Site Manager

**Areas of responsibility and guidance:**

**Main purpose of the job:**

* Liaising daily with the Site Manager on site management issues concerning the fabric and grounds of the school. Overseeing the security of the school premises and assisting in the maintenance of any machinery or plant within the school. Helping to maintain the internal and external fabric of the school's premises as a safe working and teaching environment.

**Duties and responsibilities:**

* Dealing with enquiries from staff, pupils, parents and the public.
* Deputising for the Site Manager during any absence.
* Liaising with the Head of Physical Education regarding the fitness for purpose of the school sporting facilities.
* Duties change over time as requirements and circumstances change. The person in the post from time to time may also be required to carry out such other duties consistent with the grade.
* Ensuring adequate cover is available during own or team members' absence.
* Responsible for hand tools, equipment such as lawnmowers, and other small machinery.

**Security:**

* Opening and closing school, including all appropriate gates, windows, doors and fire escapes for the purpose of school use, cleaning, maintenance, emergency services and when required, lettings and out-of-hours school functions.
* Reporting any failures of all alarm and fire systems to the maintenance company and ensuring that fire equipment, emergency exits and entrances are not obstructed.
* Checking with the Site Manager the proper operation and function of all alarms.
* Liaison as necessary with emergency services including the calling of the services as appropriate.
* Reporting acts of vandalism to the Site Manager and Police where necessary.
* General site supervision, including prevention of trespass, ensuring that unauthorised parking does not occur ensuring the safe use of the school site at all times.
* Being on the Alarm Company call-out list for out-of-hours emergencies.

**Heating:**

* Checking and controlling system function, including frost precaution procedures.
* Vent heating system as required.
* Reporting all defects to the Site Manager.

**Emergencies:**

* Cleaning sickness, etc. and spillages as required.
* Ensuring all bursts, leaks, flooding, fires and breakages are dealt with promptly and safely as appropriate.
* Ensuring all electrical and gas emergencies are dealt with promptly and safely as appropriate.
* Ensuring access, assisting and securing premises for all emergency services as necessary.
* Replacing call point glass when a fire alarm is activated.

**Lettings:**

* Being available for duty when required, including occasional weekends, to ensure effective lettings.
* Ensuring that all procedures are carried out whilst on duty, with regard to security and care of the buildings.
* Ensuring that all areas used are cleaned as appropriate.

**Internal Maintenance:**

* Reporting all defects that require specialist repair.
* Visually inspecting electrical fittings and report defects as required. Replacing bulbs, fluorescent fittings, shades and domestic fuses as required.
* Regularly inspect all plumbing and report/repair defects as appropriate.
* Synchronisation of all clocks, time switches, etc. as required.
* Undertaking minor repairs to fixtures and fittings including desks, tables and chairs as appropriate (excluding electrical equipment).
* Assisting with redecoration of any area agreed subject to the requirements of Health and Safety and the use of proper equipment.
* Receiving and moving supplies to various parts of the building as appropriate.
* Ensuring the removal or obscuring of all graffiti.

**Grounds/External Maintenance:**

* Maintaining the school fields to a high standard, including grass cutting where appropriate, with tractor and hand mower, raking, sowing and turfing of worn areas.
* Marking all pitches and practice grids each week or as requested prior to matches.
* Marking out athletics tracks ready for the start of Summer Term.
* All field markings to be re-marked immediately after any grass-cutting of the field.
* Digging out and maintaining the sand pit and clearing the long jump run-up along with painting the boards regularly.
* Maintaining the hard surface playing area to a high standard, including weeding and sweeping
* Maintaining the goal nets and posts on all three pitches.
* Keeping the grounds clear of litter on a daily basis including the daily emptying of litter bins around the site.
* Clearing leaves, snow, ice, moss and debris as appropriate including treatment of surfaces with salt, etc. Maintaining school gardens including planting bulbs etc.
* Maintaining cleanliness and general tidiness of all external areas.
* Cleaning and clearing all drains, and gullies and ensuring effective and healthy operation
* Inspecting the outside fabric of the school, reporting and/or repairing defects as appropriate.
* Inspecting all fences, gates, walls, steps, lights etc., reporting and/or repairing defects as appropriate.
* Inspecting all outside areas for hazardous materials. Consulting with the Site Manager and Facilities Manager for the best method of removal.

**Personal Qualities:**

* Reliable and conscientious with high expectations in line with the school
* Excellent communication skills with all within the school community
* Neat appearance in line with the school policy
* Ability to work as part of a successful team and work effectively under pressure
* The determination and resilience to ensure that all students are challenged in all aspects of school life.

**Think Green:**

* Support the school in demonstrating good environmental practices (such as energy efficiency, use of sustainable materials, recycling and waste reduction) wherever possible in day-to-day work.

**Safeguarding and Child Protection:**

* To reinforce and enforce the school's commitment to safeguarding and promoting the welfare of children and young people.
* Uphold the duty of care to ensure that if there are any concerns relating to the welfare or safety of a child they are immediately relayed to the Designated Person(s) with responsibility for safeguarding children.

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| **Essential** | **Desirable** |
| An understanding of basic health & safety requirements. | Experience with current cleaning materials/methods/appliances. |
| To communicate clearly to all sections of the school community both verbally and in writing. | Experience working as part of a team. |
| D.I.Y. skills to undertake day-to-day repairs and maintenance of the building, including the basic knowledge and operation of the school heating system. | Experience working within a similar role. |
| Understanding of the principles of health & safety in a school environment including COSHH. |  |
| Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload. |  |
| Ability to adhere to working procedures and policies within the school environment. |  |
| Ability to operate as part of a team or individually as required. |  |
| Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment to undertake the duties of the post. |  |
| Ability to carry out a range of administrative tasks, including stocktaking. |  |
| Display a conscientious and logic approach to the variety of tasks necessary for the smooth running of the school. |  |

We want all at SHS to believe in and maintain the values of our school:



Signature: ……………………………………………………………………… Dated: …………………………………………………….