

BISHOP STOPFORD'S SCHOOL

JOB DESCRIPTION

POST HOLDER:

POST: Assistant Site Manager

GRADE: Scale 5

HOURS: "Wrap round" salary scheme for Asst Site Managers, 46-50 hours, 52 weeks pa.

RESPONSIBLE: The Business Manager and Site Manager

PURPOSE: To assist the Site Manager with the maintenance and development of the premises

DUTIES: To include:

General Conditions

- a) All duties must be carried out to comply with:
 - 1. The Health and Safety at Work Act.
 - 2. Any relevant Act of Parliament, statutory instrument or other legal Requirement.
 - 3. Relevant nationally agreed codes of practice.
- b) All duties will be carried out in working conditions normally inherent in the particular job, subject to the availability of the necessary equipment and the adoption of reasonably practicable safe working practice.
- c) All paperwork required by the Site Manager or Headteacher must be completed.

1. **Security of Premises and Site -**

As directed by the Site Manager or Headteacher:

- a) Opening the premises at an appropriate time, as required. Deactivating intruder alarm systems, unlocking gates and external/internal doors. Checking that the premises have not been damaged.
- b) Securing the premises at the end of the day, as required. Checking that all occupants have vacated the premises; ensuring that all windows are closed and locked and that all lights and electrical equipment are switched off. Locking all secure areas, doors and gates. Activating the intruder alarm systems and ensuring the safe-keeping of the keys to the premises.

- c) Providing access for authorised personnel or appropriate services outside the normal hours of opening in the event of an emergency.
- d) Taking appropriate action regarding trespassers, including informing the Headteacher, Chairman of Governors or Police, as appropriate.
- e) Assisting with inspections to ensure that the premises comply with Health and Safety requirements at all times.
- f) Supervising lettings, including: ensuring that all hired rooms are cleaned for use after the letting, as necessary; ensuring that all fire doors are unlocked and clear and that all hirers are aware of the evacuation procedure; welcoming hirers onto the Site and monitoring security and the condition of the toilets during the letting, taking remedial action as necessary; checking the condition of the rooms at the end of the letting, cleaning as necessary; securing the buildings and site.

2. Heating Services

- a) Acquiring and updating an understanding of heating equipment to enable him/her to express a first line diagnosis of faults. Checking the heating plant for leaks (oil, gas, water) and the insulation for defects. Ensuring, as required, that both routine maintenance and remedial work is undertaken.

3. Cleaning and Care of Premises and Grounds

- a) Ensuring that the grounds, premises and furnishings are cleaned to a satisfactory standard in accordance with set requirements and methods. Monitoring the performance and standards achieved by contracted cleaning and grounds maintenance staff as required. Liaising with their Supervisors and referring any problems to the Site Manager and if appropriate the Headteacher.
- b) Carrying out emergency cleaning measures, as necessary, following storms, break-ins, vandalism and body spillages or any other accidental spillage that is likely to cause a hazard.
- c) Carrying out regular maintenance cleaning of toilet areas throughout the day as requested by the Site Manager or Headteacher. Checking regularly that adequate supplies of soap, toilet rolls, towels and similar materials are available, replenishing these as necessary.
- d) Ensuring that all hard covered areas and paths on the premises are free from litter, weeds and the excessive accumulation of dirt or leaves. Emptying and cleaning, on a regular basis, all litter bins and baskets.
- e) Moving dustbins for the disposal of refuse, as appropriate; disposing of refuse by proper means and cleaning dustbin areas.
- f) Removing unsightly litter from grassed areas and shrub beds.

4. Maintenance, Repairs and Decoration

A. Inspection

The Assistant Site Manager will help regularly to inspect the premises to identify the need for repairs or improvements. Some of the areas to be inspected are as follows:

- a) Roofs for defects, including blocked gutters and down pipes and loose or defective sections of felt or flashings (in accordance with the LEA's Safety Policy).
- b) Walls and ceilings for damp patches loose panels new or severe cracks and loose or defective fittings (in accordance with the LEA's Safety Policy).
- c) Facings window and door frames, windows and doors, door closers/springs and window and door seals for defects.
- d) Toilet areas for leaks.
- e) Boundary fences and gates for dangerous conditions.
- f) Footpaths, paving, playgrounds and kerbs for dangerous and uneven surfaces.
- g) Window fasteners and door locks/hinges/handles for defects.
- h) Floor coverings for defects.
- i) Manholes and gullies for structural damage and looseness. Drains for any blockages.
- j) Fire alarms fire fighting equipment, smoke alarms and security lighting (to be inspected weekly).
- k) Lighting for any defects.
- l) Taps and drinking fountains for operation and the temperature of the water. Also, the operation of any warm air hand-dryers and incinerators on site.
- m) Regular health and safety inspections for legionella – e.g. weekly flushing of low use outlets, other checks on a monthly/quarterly basis as required.
- n) Monitoring asbestos to ensure no damage is apparent and ensuring the Asbestos Register is available to any contractors.

B. Actual Tasks

As a result of the inspections and requests from fellow members of staff the Assistant Site Manager will be expected to undertake numerous maintenance, repair and decoration tasks. Some of these are detailed below:

- a) Plumbing repairs including unblocking sinks, toilets, urinals etc, and replacing tap washers. Checking and adjusting ball valves in cisterns. Replacing float and arm in water storage tanks, where accessible.
- b) Decorating, including wallpapering. This will include painting ceilings, walls, windows and wood work in accordance with the LEA's Safety Policy.
- c) Minor repairs to plaster and brickwork.
- d) Repairing door or window handles/latches/locks and window fastenings and adjusting ill-fitting doors.
- e) Replacing electrical sockets/switches (only if current qualifications are held).
- f) Repairing or fitting shelving, notice boards and chalk boards. Mending tables, desks, chairs etc.
- g) Replacing towel and soap dispensers.
- h) Replacing missing basin plugs and basin/toilet chains. Securing and making safe toilet seats.
- i) Removing/replacing damaged and hazardous floor tiles replacing wall tiles.
- j) Replacing broken coat hooks.
- k) Attending to curtains and blinds, including fixing curtain tracks and taking down/rehanging these for cleaning and repair in accordance with the LEAs Safety Policy.
- l) Winding and adjusting clocks and replacing batteries.
- m) Replacing light bulbs and damaged light diffusers. Cleaning diffusers and shades.
- n) Turning off water supply in the event of emergencies.
- o) Cleaning out gutters, downpipes and roof outlets in accordance with the LEA's Safety Policy. Unblocking drains, using rods if necessary.
- p) Making safe broken glass and windows while effecting temporary repairs.
- q) Carrying out Portable Appliance Testing in the school as required, following appropriate training.

Other Duties.

The postholder may be required to perform duties other than those given in the description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of

themselves justify a re-evaluation of the post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

5. Care of Minibus and Driving Duties

The Assistant Site Manager will be expected to assist the School with the day to day care of the School Minibus:

- a) weekly inspection of school minibus for oil, water and fuel levels. Topping up oil and water as necessary. Checking tyre pressure and condition of tyres.
- b) Ensuring that vehicle is refuelled as necessary to maintain a minimum diesel capacity of $\frac{1}{4}$ tank at all times. Additional refuelling if notified of a longer trip.
- c) weekly inspection of cleanliness of vehicle, inside and out. Cleaning as necessary to maintain vehicle in an appropriate condition. Vehicle should be cleaned externally at least once every half term.
- d) driving students, with a member of staff, on local journeys. These duties to be agreed in advance (except in emergency) through the Senior member of staff responsible for co-ordinating the use of the minibus.
- e) driving the minibus to and from the garage for servicing, MoTs etc.

Appropriate training will be given where necessary, and the Assistant Site Manager will be expected to pass the Borough's Minibus Driving Assessment before driving students.

6. Porterage and General Duties

- a) Removing, laying out, stacking and transporting furniture and equipment as and when required.
- b) Receiving, storing and distributing all stores, materials and other goods. Making appropriate arrangements for the despatch or collection of goods from the premises.
- c) Clearing snow/ice from paths as necessary, to provide safe pedestrian access to the buildings.
- d) Ensuring proper access to and exit from the premises for contractors and directing them to the location of items or areas requiring repair or maintenance. Monitoring the satisfactory completion of repair and maintenance work, referring matters to the Headteacher, as necessary.
- e) Ensuring training needs are identified and attending appropriate training courses as may be required from time to time.

- f) Ensuring that all work is undertaken in accordance with general and specified Health and Safety requirements.
- g) Acting up to the position of Site Manager during the absence, for whatever reason, of that postholder.
- h) Completing appropriate paperwork in connection with any of the duties listed above including issuing accident report forms to visitors to the premises in the event of an accident.

To uphold and further the School's equal opportunities policy and to carry out duties effectively and without discrimination

APPENDIX

Wherever Headteacher is stated, this implies Headteacher or Line Manager.