

GENERIC JOB DESCRIPTION - SCHOOLS

Job information as shown on organisation chart

Job Title: Assistant Site Manager	Post No: GEN03	Grade: HC3
<p>Organisational information:</p> <p>Responsible to: Site Manager</p> <p>Professionally responsible to: Head Teacher, Director of Finance, SLT <i>(where appropriate)</i></p> <p>Dimensions: <i>(quantifiable measures relating to the post, such as number of staff managed, number of patients, size of local population, budgets and so on)</i></p> <p>Responsible for: Supporting cleaning staff (in the Site Manager's absence)</p> <p>Key relationships/Functional links with: <i>(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)</i></p> <p><i>Internal: All staff</i></p> <p><i>External:</i> <i>parents,</i> <i>students</i></p>		



Main Purpose of Job:

Duties may include:

- To carry out security related duties under the direction of the Head teacher.
- To support, under the direction of the Site Manager, directly employed cleaners.
- To monitor the levels of supplies and equipment and report to the Site Manager.
- To act as key holder and secure the site at the end of each day, ensuring all heating and lighting is at appropriate levels.
- To operate the heating system as directed.
- To operate any fire, burglar alarms as directed.
- To complete gardening around the site.
- To assist with painting and decorating the interior and exterior.
- To report on any absences, and additional hours in respect of oneself and any cleaning staff to the Site Manager.
- To assist cleaning team to undertake cleaning duties as specified in the School's Cleaning Establishment.
- To empty the external rubbish bins around the site.
- To immediately clear up any hazards to pupils and staff (i.e., spilt chemicals, broken glass).
- To undertake portering duties as required.
- To undertake any relevant training.
- To comply with the requirements of the Health and Safety at Work Regulations.

This Job Description covers the main duties and responsibilities of the job. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder

Main Responsibilities / Accountabilities

The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation

DATA QUALITY

To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.

Other information:

- Disclosure type: Enhanced

General information:

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Employees are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

The post holder will promote Fairfield High Schools Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Fairfield High School Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name:

Line Manager Signature:
Date:

Date Job Description last reviewed:

November 2023

GENERIC PERSON SPECIFICATION-SCHOOLS

Job information as shown on organisation chart

Job Title: Assistant Site Manager	Post No: GEN03	Grade: HC3
All candidates will be considered on their ability to meet the requirements of the person specification	Essential criteria	Method of Assessment*
Experience	Relevant experience such as cleaning/ security. Ability to work and liaise with different groups of people.	
Skills and Abilities <i>Including personal attributes</i>	An understanding and perception of the need for a high standard of cleanliness in schools. Possess a thorough approach to cleaning and the storage of cleaning materials. The ability to work effectively with other cleaning staff and school managers. A good timekeeper. An awareness of health and safety issues or willing to learn. Attention to detail, particularly in relation to the security of the building(s). An ability to be flexible and do additional hours when required.	Application Form, Interview
Qualifications and Training <i>including professional qualifications</i>	Willingness to undertake appropriate training, as required.	Application form, Interview

Other Factors <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i>	A commitment to providing a clean and pleasant environment for pupils and staff. To work in support of the ethos of the school. Healthy, in order to carry out the active duties that this post demands. Police clearance.	Interview DBS Check
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Line Manager Signature:

Date:

*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed

November 2023