



**St. Mary's
College**
CROSBY

St. Mary's College

Job Description for Assistant Site Manager

Post Title:	Assistant site manager
Working Time:	<p>35 hours per week. To work between 6.45am and 2.45pm Monday to Friday with a 60 minute unpaid lunch. The role will require to stay on occasion to cover school events, usually up to 10.00pm.</p> <p>Flexibility of working hours is required to cover holidays/sickness absence.</p> <p>Holidays are flexible and can be taken at any part of the year by agreement with the Services Manager</p> <p>Further details will be discussed during interview.</p>
Job Purpose:	<ul style="list-style-type: none">• All aspects of general site management including, planned and reactive building maintenance, cleaning, portage, security, reception.• To ensure that the school premises are safe, secure, well maintained and meet the needs of the school.• To identify and undertake routine repairs, maintenance and improvement works on the school site. Using the Every system of logging and managing tasks.
Reporting to:	Reporting to the Site Manager on a daily basis and responsible to the Services Manager. Direction may be given by the Principal or other designated members of staff as appropriate to the aspect of the role.
Responsible for:	To deputise for the Site Manager in his absence
Liaising with:	Relevant staff which may include: Services Manager, Senior Leadership Team of the College, Preparatory school and Early Years Dept., Site Managers, other colleagues, contractors and suppliers, grounds maintenance contractors, etc.
Disclosure level:	Enhanced

Job Outline:

- To arrange emergency repairs that cannot be undertaken in-house with external contractors as required.
- To undertake emergency/specialist activities/cleaning e.g. gritting, spillages, graffiti removal
- To operate the heating plant, cooling and lighting systems reporting any faults to the relevant person.
- To maintain the security of the school premises by securing entrances (locking/unlocking), exits and designated areas, reporting potential security breaches to the relevant person.
- To operate fire safety equipment and respond to alarm systems where appropriate.
- To be the designated key holder and on occasions providing access and attend to emergency call outs outside of normal school hours.
- To organise and participate in the movement of furniture throughout the building and provide a portorage service around the school.
- To monitor and manage deliveries including receipt, distribution, collection and dispatch.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.

This post involves standing for the length of the shift, walking and carrying items up and down stairs, repetitive arm movements, lifting in a safe manner, bending and pushing/pulling objects.

- Staff Development:**
- Participate in the staff review and development process and advise the Services Manager of additional training needs that have been identified
- Quality Assurance:**
- Be fully conversant with and implement relevant Health and Safety regulations and procedures.
 - Ensure work is completed in a timely manner and within specified timescales.
- Communications:**
- Establish and maintain effective communication with all external contacts as appropriate.
 - Follow agreed policies for communications in the school.
- Management of Resources (other than people):**
- Responsible for the efficient and effective use of resources.
- Ethos:**
- Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and pupils to follow this example.
 - Promote actively the school's corporate policies and procedures.
 - Comply with the school's health and safety policy, working at all times in a manner that will ensure your own personal safety and that of other, including reporting of identified hazards and to undertake risk assessments as appropriate.
 - To continue personal development in the relevant area.
- Other:**
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
 - This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.
 - This job description forms part of the contract of employment of the person appointed to the post.
 - Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
 - St. Mary's College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role requires enhanced Disclosure and Barring Service clearance.

Date: December 2024