



## The Priory School

### JOB DESCRIPTION

#### Assistant Site Manager

H6 £26,845 - £27,852

37 hours per week

Full time

### JOB DESCRIPTION

The postholder is required to perform the duties below. S/he will be responsible to the Headteacher and will demonstrate a genuine commitment to our equalities policy and the wellbeing of all students. This job description will be reviewed annually and will form the basis of the Performance Management Review procedure. Any issues relating to the review of this job description should be brought to the Headteacher's notice by the postholder through the senior Line Manager. The postholder will undertake the following specific responsibilities in order to fulfil our statutory requirements, school aims, policies and targets.

The postholder will be responsible to the Headteacher, through the Line Manager. S/he will demonstrate a commitment to the school's equal opportunities policy.

#### Purpose

To support the Site Manager in ensuring the school's premises and facilities are maintained so that the Governors are able to meet their responsibilities to keep the premises in good order and condition, to promote the school through its appearance, and to use its premises as a source of income, whilst enabling the maximum use of its funding for the education of students.

#### Responsibilities:

The following areas of responsibility are for guidance only; they are neither comprehensive nor exhaustive.

#### Generic areas of responsibility

- Ensure confidentiality at all times and ensure compliance with the Data Protection Act
- Maintain productive and efficient time management during the working day
- Notify your line manager of any unforeseen problems where appropriate and in a timely manner
- Maintain and develop a professional working relationship with all stakeholders and outside organisations
- Follow school policy, procedures and ethos of the school
- Check, respond and action, as appropriate, all communications from stakeholders within 1 working day
- Carry out administrative tasks as directed by your line manager
- Contribute to the Child Protection and Safeguarding policies of the school
- Undertake any additional duties as required by the Headteacher

#### Health & Safety

- Daily operational identification of any H&S risks to the Site Manager
- To ensure all relevant permissions are given and qualifications checked before any building works commence
- To shadow the Deputy Site Manager in ensuring all contractors have the required documentation to work in a school with reference to Safeguarding in the absence of the Site Manager
- Carry out annual PAT testing and completing relevant records
- To carry out legionella checks and the completion of relevant documentation
- To ensure that where repairs to the school fabric are required that all asbestos regulations are followed
- To attend the school during periods of closure due to poor weather to facilitate the opening and safety of the school
- To hold relevant first aid qualifications

### **Building, maintenance and repairs**

- To carry out a programme of classroom maintenance and painting in accordance with the school maintenance plan
- To ensure all necessary checks, including the management of asbestos, before works commence
- To ensure the school is set up for all calendared events including hall, gymnasium, café etc.
- To carry out repairs and small construction projects to the buildings, fixtures and equipment (technical)

### **Heating and mechanical services**

- To check and operate the school heating system

### **3G**

- To carry out the maintenance of the 3G in line with works schedule

### **School opening**

- To be on school site as directed by the Site Manager and in line with agreed contracted or overtime arrangements
- To cover for other Site staff in their absence including altering shift patterns to ensure the school can remain operational between 07:00 and 22:00 weekdays
- Setting up rooms and portage
- To be part of the emergency call-out team available to support the operation of the school outside normal working hours and weekends

### **School minibus**

- To support the Deputy Site manager in the tasks relating to the school mini-buses
- To drive the school mini-bus as and when required

### **Site security**

- To carry out site security protocols

This job description should be read in conjunction with:

- The Priory Professional Code of Conduct

*The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory Disclosure and Barring Service (DBS) check*

*The law requires this position to have an **enhanced** criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from the Rehabilitation of Offenders Act. If your application is taken further, you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post, this information will be checked against Criminal Records Bureau files. You will be provided with full information at each stage.*

The school has a no smoking policy.



**THE PRIORY SCHOOL**  
**ASSISTANT SITE MANAGER (2)**

**Person Specification**

<b>Skills and experience</b>	
Knowledge of building maintenance skills	<b>E</b>
Experience in the building maintenance field	<b>D</b>
Ability to carry out most building industry trades to a high level	<b>D</b>
Physically fit	<b>E</b>
Knowledge of efficient cleaning methods	<b>E</b>
<b>Qualifications</b>	
A good knowledge of building trades	<b>E</b>
Willingness to undertake training as part of own personal development	<b>E</b>
Good standard of literacy and numeracy	<b>E</b>
To hold a clean driving license	<b>E</b>
To be able to drive the school mini-bus	<b>D</b>
First Aid at Work	<b>D</b>
<b>Personal attributes</b>	
Well organised and efficient, able to prioritise own workload	<b>E</b>
Able to act on own initiative	<b>E</b>
Calm, reliable, honest and a sense of humour	<b>E</b>
Committed to the safeguarding of children and young people	<b>E</b>
Ability to work as part of a team	<b>E</b>

Friday, 24 March 2023 (GED)