



The Hamble School

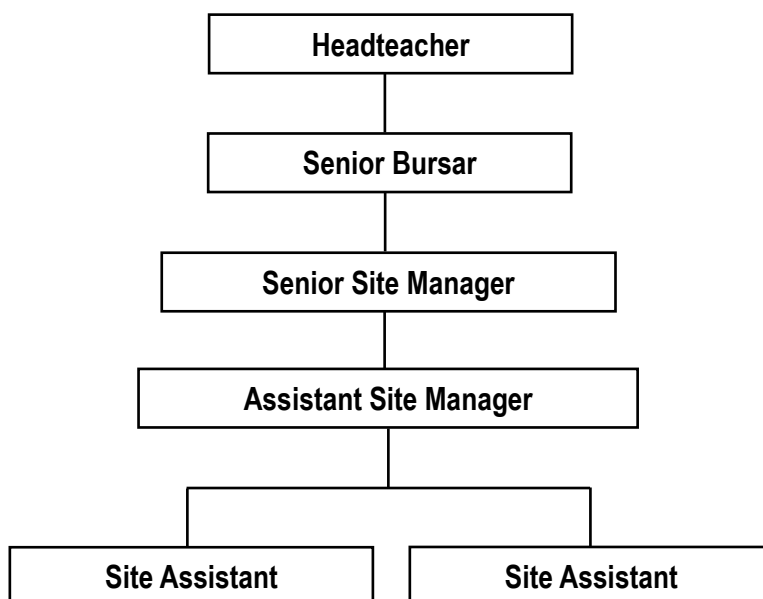
JOB DESCRIPTION

JOB TITLE:	Assistant Site Manager
GRADE/ ROLE PROFILE REF:	Grade D – Role Profile Ref 2139
WORKING WEEKS/ HOURS:	52 weeks; 37 hours per week
TIMES WORKED:	Early starts with flexibility required to cover shifts – See Notes Below
BASE:	Site Office

ORGANISATIONAL ARRANGEMENTS:

Job holder:

Reports to: Senior Bursar/Senior Site Manager (day to day direction)



GENERAL STATEMENT

To represent The Hamble School in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by Implementing & adhering to Health and Safety Regulations and agreed Codes of

Practice for HCC employees. Attendance at training courses may be required as part of ongoing professional development.

The holder of this post will work under the day to day direction of the Senior Site Manager/Leadership Team. Qualities of flexibility and a willingness to provide quick and efficient service are required.

JOB PURPOSE

To support the Senior Site Manager in his duties, deputising in his absence. Key responsibility to co-ordinate, manage and monitor the duties of the Site Team, ensuring the school is a safe, well maintained and welcoming environment, providing an efficient and effective service and ensuring that all timescales are met.

RESPONSIBILITIES/ACCOUNTABILITIES:

Under the direction of the Headteacher, Senior Bursar and the Senior Site Manager, and in accordance with the practices and procedures of the school, the Assistant Site Manager will be responsible for the following tasks:

- Deputise for the Senior Site Manager in his absence.
- Ensure effective co-ordination with cleaning contractor in conjunction with Senior Site Manager and monitor quality of cleaning across the site.
- Ensure knowledge and familiarisation of whole site services infrastructure and all security and fire alarm systems.
- Be responsible for ensuring good lines of communication with Senior Site Manager and Site Team.
- In consultation with the Senior Site Manager, be responsible for the preparation of Site Assistants' work rotas, ensuring that cover is provided for all aspects of school and community use.
- In consultation with the Senior Site Manager, be responsible for prioritising, managing and monitoring the Site Team's workload, monitoring emails and ensuring that timescales are met.
- Manage the work practices of the Site Team to ensure the most efficient and effective methods are being employed.
- In consultation with the Senior Site Manager, be responsible for ensuring cover is provided for all Site Team absences, including annual leave and sickness, and being flexible to altering own shift pattern to provide cover if needed.
- To ensure effective liaison between site/school and contractors when required as appropriate.
- Ensure security of the site, including;
 - i) Open and close the school, including school gates, and arranging access to the site for contractors and other persons at all reasonable times as agreed between the Senior Site Manager and the Leadership Team.
 - ii) Intercept intruders/trespassers and when not possible alert the Police.
 - iii) Set, test and operate the fire and intruder alarms on a regular basis.
 - iv) Respond to out of hours call-outs in respect of the intruder and fire alarms, alerting and liaising with the emergency services as necessary.

- In consultation with the Senior Site Manager, be responsible for Health and Safety, with responsibility for fire safety, legionella and HCC required frequency of testing, ensuring legislation is adhered to

and report all found information to the Senior Site Manager in a timely manner so issues can be resolved as soon as possible.

- As part of the site team, manage fire evacuations by coordinating site staff, assembly point and emergency services. To include management of the fire panel during evacuation.
- Carry out minor repairs, maintenance and redecoration on the school site, including painting, plumbing, carpentry and plaster repairs, as directed to a high standard following safety protocols.
- Be responsible for contacting and liaising with the County's Terms Maintenance contractors in respect of day to day mechanical and electrical issues for all areas of the site.
- Be responsible for liaising with contractors and all representatives of the Local Authority while on site.
- Carry out the movement of furniture and equipment within the site.
- Assist with the checking off and distribution of items delivered to the site, as required.
- Be responsible for logging school bookings into the Site Diary ensuring Site Assistant cover is available.
- Be responsible for liaising with the Contract Cleaning Team of any areas that do not meet the requirement of the specification or require special consideration/ extra cleans.
- In liaison with Senior Site Manager be responsible for the minibuses, ensuring that regular servicing and MOT and licensing dates are met, emergency contact documentation is maintained and the general condition of the vehicles is kept to a high standard.
- Maintain a full, clean driving licence and undertake MIDAS training.
- Drive the minibus if required, including the transportation/collection of students etc. and the collection of goods.
- Maintain the Site Team holiday rota system, ensuring that all school policies are strictly adhered to and highlighting any potential clashes to the Senior Site Manager.
- Undertake any necessary action as directed by the Senior Site Manager & the Leadership Team in the event of bad weather or emergency, e.g. clearing of snow or ice from paths, dealing with floods, fires, break-ins, major damage, removal of graffiti, excreta, bodily fluids, etc.
- Take responsibility when on duty for the operation of systems required for ensuring the smooth running of the school, including lighting and heating equipment, changing light bulbs and fluorescent tubes, firefighting equipment and alarms.
- Ensure the issue of soap, toilet rolls and paper towels and such other items as required by the School.
- Sort and keep records of defects sheets, prioritising them to ensure that Health & Safety defects are given a high priority.
- Ensure adequate records are kept of any reported defects.
- Take reasonable care of your own Health & Safety and that of other people around you, including, but not limited to;
 - i) Obeying all policies, method/risk assessments.
 - ii) Using correct PPE at all times where required.
 - iii) Not interfering with, or misusing anything that has been provided to you for your own health, safety and welfare.
- Take overall responsibility for ensuring that:
 - i) the grounds and hard areas remain tidy by the removal of litter, and hard areas remain clean by sweeping and hosing;
 - ii) drains and gullies are kept clear of blockages;
 - iii) accessible gutters are checked and cleared;
 - iv) standards of grounds maintenance are monitored and problems with the grounds maintenance are reported to the Senior Site Manager.
- Undertake a range of horticultural and grounds maintenance as required or directed by the Senior Site Manager.
- Carry out such other duties as may reasonably be required by the Senior Site Manager & The Leadership Team.

NOTES

- Hours of work are 37 per week. The post holder will be expected to work Monday to Fridays 6.30am to 2.30pm, inclusive of a lunch break of 36 minutes which may be taken at times to be agreed with the Senior Site Manager.
- Some overtime may be necessary from time to time to cover lettings and school functions. The hours of work may be subject to change during school holidays and where the Headteacher, Senior Bursar or Senior Site Manager considers it necessary to meet operational requirements.
- The post holder is required to provide cover in the absence of one of the Site Assistants by adjusting normal times of working to cover the operational needs of the school.
- The post holder is required to provide cover out of hours call-outs as necessary.
- Hours of work/designated lunch times may be subject to change for operational reasons.
- All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the Senior Site Manager to enable records to be kept.
- Holidays can be taken during term time with some restrictions due to the operational needs of the school. Dates will be agreed in consultation with the Senior Site Manager.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the duties and is therefore not exhaustive of all requirements of the post. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This post holder's IPP would be line managed and undertaken by the Senior Site Manager.

Date Prepared:	4 January 2024
Prepared By:	Eric Stone, Senior Site Manager
Date Reviewed:	
Reviewed By:	