



## Thorpedene Primary School



### **Job Description**

**POST TITLE:** Site Manager Assistant – preferably with a trade although experience will be considered

**RESPONSIBLE TO:** SLT/Headteacher

**SALARY:** Level 6 (Actual Salary £21403)

**HOURS:** 35 hours per week / 52 weeks per year

Site Manager Assistant – Preferably with a trade although experience will be considered

To support the Site Manager in various Caretaking duties including but not exhaustive to, security of the site, key holder for the site which will include opening and closing the site, portage, cleaning and maintaining the site. This role will include undertaking skilled work which is appropriate to the trade and background of the individual.

Role and Responsibilities:

To act as a key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm(s). Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations. Dealing with enquiries and liaise with officers and employees, workers and contractors and, where appropriate, advising the Site Manager or School Business Manager of their presence. Attempting to prevent unauthorised access onto the school premises or grounds. (Note: in fulfilling this responsibility all employees are expected to work within established school procedures and the Code of Practice No. 32(S) Managing Violence in Schools). Monitor fire safety equipment and carry out fire drills. Monitor CCTV or surveillance equipment where appropriate. Caretaking and Maintenance Carrying out first line repairs and maintenance which are not beyond the scope and capability of the post holder including:

- Undertake any skilled work relevant to background/trade
- Plumbing work – e.g. repairing a leaking pipe, simple installation work, such as plumbing in a new tap, or replacing washer etc;
- Redecoration as appropriate;
- Plastering work such as repairing cracked or broken plaster, making good damaged walls for example, following the removal of say, shelving or similar fittings;
- Fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc;
- Glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external. Note: specialist contractors would be used for repairs to large window panes or double glazed units or widows at a high level

- Ensuring that all areas within the site are free from litter and that all drains and gullies are free-flowing and clean.
- Taking delivery of stores, materials and other goods and conveying them to their points of distribution. Dispatching, goods, materials etc.
- Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures.
- Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate
- Carrying out routine procedures or checks on ancillary equipment e.g. checking batteries, automatic pumps and areas subject to flooding.
- Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage.
- Undertake regular site inspections / safety audits. Identify defects and record repair and maintenance requirements and assist with relevant risk assessments as required
- Preparing the school premises and site for in and out of school activities.
- Promote and ensure the health and safety of pupils, staff and visitors at all times.
- Undertake training as conducive with the post
- Cleaning of site throughout the day as required by the School.
- Assist with Lunchtime if required
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#### General

- At all times to carry out the duties in accordance with school based policies and Health and Safety procedures. Such other duties relating to the use of the premises as may be necessary from time to time in accordance with established local practice or within the reasonable requirements of the Headteacher, Academy Committee or SECAT.
- The duties may be varied by the Headteacher and/or Academy Committee to meet changed circumstances in a manner compatible with the post held

This role is based at Thorpedene Primary School however you will be required to work across all of SECAT sites

**The duties may be varied to meet changed circumstances in a manner compatible with the post held and is reviewed annually to reflect the changing role.**

**This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete their duties set out above. The post requires an enhanced disclosure by the DBS and other pre-employment checks.**

Name of member of staff: \_\_\_\_\_ Signed: \_\_\_\_\_

Name of senior leader undertaking review of job description: \_\_\_\_\_

Signed senior leader: \_\_\_\_\_ Position: \_\_\_\_\_

Date: \_\_\_\_\_

