



DEPUTY SITE MANAGER

JOB DESCRIPTION

Job Title:	Deputy Site Manager	Grade:	D
Reports To:	Site Manager	Leads & Manages:	Site Assistants
Role Profile:	Site Manager	Number	02139
Working Hours:	37 hrs per week 52 weeks per year Various times to include early mornings and evenings; along with some weekend working paid as overtime		

Aim and Main Purpose of the Job:

To deputise and assist the Site Manager in the management of the general maintenance, cleanliness and security of the school and to maintain premises (both internally and externally) in a clean, safe, sound and secure condition for staff, pupils, parents and community users.

Key Tasks and Accountabilities:

- Line Management of the Site Assistants including carrying out appraisals.
- To be responsible for security and arrange access to the site for contractors and other authorised persons at all responsible times as directed by the Site Manager.
- When required, assist with recruitment, induction, training and supervision of site assistants.
- Under the general guidance of the Site Manager, to carry out or delegate the regular safety checks including emergency lights, fire doors, fire extinguishers, call point testing, ladder checks and Legionella.
- Management of jobs on the internal Request Tracker system, including distribution of jobs to Site Assistants, checking completion and clearing from system.
- Assist with the management of the SLA reactive maintenance jobs, liaising with contractors and monitoring overall performance, raising issues with contractors to the Site Manager.
- Gain excellent knowledge of County Council & School Health & Safety requirements and ensure these are adhered to by all using the site.
- To be responsible for the checking of caretaking and cleaning consumables, reporting shortages to the Site Manager.
- Willing to seek out and undertake relevant training to the role.
- To detect and report building defects to the Site Manager and to report defects to the County or term contractors as necessary.
- To carry out minor maintenance and repairs to the building, furniture and equipment.

- To assist with the movement of furniture and equipment within the site and distribution of items delivered to the school.
- To undertake any necessary action as directed by the Site Manager with regard to bad weather or emergency.
- To ensure the supply of soap, toilet rolls and paper towels and such other items to cleaners as required.
- Under the general guidance of the Site Manager to carry out minor internal improvements to the buildings.
- To ensure that the grounds and hard areas are maintained including removing litter.
- To open up and lock the premises for outside users of the school and assisting hirers of the school in all respects when on shift.
- To maintain security of the premises together with its contents, attend Intruder Alarms when necessary.
- In addition to the above duties the Deputy Site Manager would be required to deputise in the absence of the Site Manager which will include the following activities (the list is not exhaustive):
 - Management of the premises including ensuring continual site team coverage during school open hours, implementing the daily jobs and preparation for hires.
 - Capital developments.
 - Management of the cleaning contract to include site staff emergency cleaning.
 - Management of the grounds maintenance contract and any additional work required as directed by the Site Manager.
 - Provide advice to the Senior Leadership Team on any premises issues when required.
- Any other duties as required by the Site Manager or SLT staff.

GENERAL INFORMATION

Equality of Opportunity	<ul style="list-style-type: none"> • To take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimization, harassment and bullying. • Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.
Confidentiality and Data Protection	<ul style="list-style-type: none"> • To treat all information acquired through employment, both formally and informally, in strict confidence. • Be aware of the school's responsibilities under the Data Protection Act (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
To Contribute as an Effective and Collaborative Member of the School Team	<ul style="list-style-type: none"> • Any other duties as reasonably required by any manager of the school. • Participating in the ongoing development, implementation and monitoring of the business plans. • Attend meetings as required and make a positive contribution during meetings.

Child Protection	<ul style="list-style-type: none">• Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.
General Policies & Procedures	<ul style="list-style-type: none">• Being aware of and complying with policies and procedures and in particular health & safety reporting all concerns to an appropriate person.• Awareness of responsibilities of the governing bodies.

Signature _____

Date _____

Qualifications	Essential	Desirable
GCSE English & Mathematics Level 2 (or equivalent qualification)	✓	
Experience of building and grounds maintenance work	✓	
Experience of managing staff		✓
IOSH Health & Safety Qualification		✓
D1 Minibus Driving License		✓
First Aid Qualification		✓

Knowledge, Skills and Abilities	Essential	Desirable
Physically able to operate heavy duty cleaning equipment and lift heavy objects.	✓	
Skilled in routine maintenance activities; including DIY, decorating, building maintenance, gardening	✓	
Able to work and lead a team	✓	
Ability to motivate staff	✓	
Good knowledge of Health & Safety, cleaning and hygiene requirements	✓	
Able to use machinery		✓
Ability to undertake preventative measures involving maintenance activities	✓	
Good problem solving skills	✓	
Good Computer skills	✓	

Personal Qualities	Essential	Desirable
Enthusiasm	✓	
Able to use own initiative	✓	
Willingness to work with flexibility	✓	
Ability to work well with others	✓	
Reliable, trustworthy and honest	✓	