

Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

Job details

Job title:	Assistant Business Manager/Site Manager
Directorate:	The Viridis Federation of Orchard, Southwold and Hoxton Garden Primary Schools
Reporting to:	Federation Business Manager/School Manager/Business Manager/Site Manager/SLT
Grade:	Scale 4

Job description

Purpose of the post:	<ul style="list-style-type: none">• Liaising daily with the Business Manager/School Manager/Business Manager/Site Manager on caretaking issues and cleansing service of the school.• Ensure the security of the school premises.• Assist in the maintenance of any machinery or plant within the school. Help maintain the internal and external fabric of the schools premises as a safe working environment.
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Main duties and responsibilities:

General:

- The Assistant Business Manager/Site Manager will report to the Business Manager/Site Manager on any failure to meet the required cleaning standards.
- Deal with enquiries from staff and pupils.
- Induction and instruction of cleaners to ensure they are conversant with their duties and the standards of work expected of them, and appropriate on-the-job training as required.
- Assist in the undertaking of the annual fire risk assessment.
- Attend training courses where appropriate.
- Assist with the maintenance of Health & Safety files and Risk Assessments
- Occasional watering of plants.

Security:

- Open and close school as and when required to include all appropriate gates, windows, doors and fire escapes for the purpose of school use, cleaning, maintenance and emergency services.
- Check on a weekly basis the proper operation and function of all alarms and fire equipment. Check daily emergency exits and entrances are not obstructed.
- Report acts of vandalism to the Business Manager/Site Manager and Police where necessary.
- Carry out internal mail courier duties as required by the Business Manager/Site Manager.

- General site supervision, including prevention of trespass, ensuring that unauthorised parking does not occur, in conjunction with the Business Manager/Site Manager, ensuring the safe use of the school site at all times.

Heating:

- Check and control system function, including frost precaution procedures.
- Maintain stock levels as required including ordering and receipt of supplies.
- Vent heating system as required.
- Oil and grease pumps, clean all external parts of system including tops of burners as required, with due regard to safety requirements including isolation of plant as required.
- Report all defects to the Business Manager/Site Manager.

Energy Conservation:

- Reading, recording and reporting all meter readings as required by the Business Manager/Site Manager and or Energy Conservation Officer.

Emergencies:

- Cleaning sickness and spillage's as required.
- Ensure all bursts, leaks, flooding, fires and breakages are dealt with promptly and safely as appropriate.
- Ensure all electrical and gas emergencies are dealt with promptly and safely as appropriate.
- Ensure access, assist and secure premises for all emergency services as necessary.

Lettings:

- Performing all the above when required being on duty to ensure effective lettings; ensuring areas are cleaned as required in accordance with the Local Education Authority's arrangements.

Internal Maintenance:

- Reporting all defects which require specialist repair.
- Visually inspect electrical fittings and report defects as required. Replace bulbs, fluorescent fittings, shades and domestic fuses as required.
- Regularly inspect all plumbing and report/repair defects as appropriate.
- Regular measurement of water temperature re: prevention of Legionella.
- Synchronise all clock, time switches, etc as required.
- Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate (excluding electrical equipment).
- Subject to the requirements of Health and Safety and the use of proper equipment, touch up decoration on any area agreed as reasonable with the Business Manager/Site Manager.
- Be responsible for the supply and availability of hygiene materials as required.

- Receive and move supplies to various parts of the building as appropriate.
- Remove or obscure all graffiti as required by the Business Manager/Site Manager.

External Maintenance:

- To maintain cleanliness and general tidiness of all external areas, and empty litter bins daily.
- Clean and clear all drains, gullies and ensure effective and healthy operation.
- Inspect outside fabric of the school and report and/or repair defects as appropriate.
- Inspect all fences, gates, walls, steps, lights etc, report and/or repair defects as appropriate.
- Clear leaves, snow, ice, moss and debris as appropriate including treatment of surfaces with salt, etc. Order any necessary de-icing materials.
- Inspect all outside areas for hazardous materials. Consult with Business Manager/Site Manager for the best method of removal.
- Maintenance of school gardens including planting bulbs etc.

School Cleaning:

- Where cleaning is undertaken by direct labour or contractor, ensure that the school is cleaned to the agreed specification. Report any issues to the Business Manager/Site Manager.
- In accordance with the schedule laid down, check regularly that the barrier matting is serviceable and that routine maintenance (dust bags, filters, etc) of buffers, sprayers, etc is undertaken.
- In areas where the Assistant Site Manager undertakes a proportion of cleaning, undertake the cleaning of those areas as directed by the Business Manager/Site Manager.
- Daily disinfection of water fountains.
- Take part in the school's performance management system.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General requirements:

- Take part in the school's performance management system.
 - Attend governing body meetings on a regular basis.
 - Enhanced DBS Check.
 - Strong commitment to furthering equalities in both service delivery and employment practice.
 - You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
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Job title:	Assistant Business Manager/Site Manager
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Person Specification

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	Essential	Desirable
Qualifications		
1.		✓
Experience		
2. Experience of relevant cleaning materials/methods/appliances.	✓	
Knowledge		
3. An understanding of basic health & safety requirements.	✓	
4. To communicate clearly to all sections of the school community both verbally and in writing	✓	
Skills		
5. D.I.Y. skills to undertake day to day repairs and maintenance of building, including the basic knowledge and operation of the school heating system.	✓	
6. Ability to assist in the training and induction of new cleaning staff.	✓	
7. Understanding of the principles of health & safety in a school environment including COSHE.	✓	
8. Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload.	✓	
9. Ability to adhere to working procedures and policies within the school environment.	✓	
10. Ability to operate as part of a team or individually as required.	✓	
11. Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment to undertake the duties of the post.	✓	
12. Ability to carry out a range of administrative tasks, including stock taking.	✓	
13. Display a conscientious and logic approach to the variety of tasks necessary for the smooth running of the school	✓	