Assistant Site Manager Job Description & Person Specification

Job Title: Assistant Site Manager

Responsible to: Business Manager through the Site Manager

Contract: All Year Round 36.25 Hours per week

Salary: Band 3, Points 6–11 (£26,847–£29,071 per annum).

Hours: Monday to Friday:

- Term time: 10:45am – 6:30pm
- School holidays: 8:00am – 3:45pm

JOB DESCRIPTION

Job Purpose:

The main purpose of the job is to ensure that the site offers a secure, safe, clean and pleasant environment, conducive to the provision of high-quality education and other relevant services.

Additional hours potentially available and emergency 24-hour call-out may be required.

The main duties include:

Site Security

- Closing and securing the premises, managing and setting alarms daily. This includes fire alarms. Allowing practical access for staff and pupils who may be working after the school day. Thoroughly checking the security of the premises each evening i.e. all doors, windows, gates.
- Monitoring the premises during periods outside of the school day to ensure no unauthorised access.
- If required, attend intruder alarm call outs.
- Taking responsibility for the main key holding.
- Making routine audits and reporting on the fence line and grounds to ensure no breaches have been made.

Site Maintenance

- Reporting any risks or hazards in relation to the safe operation of the premises to the Senior Site Manager or in his absence to a member of the Senior Leadership Team.
- Monitoring weekly the condition of the buildings and grounds (including all school playgrounds, communal areas), reporting any defects and where possible attend to the repairs.
- Maintaining a litter free site throughout each day. Checking daily and emptying bins/replacing bin liners and periodically pressure wash refuse bins located in the grounds. Cleaning and tidying storerooms and boiler rooms.
- General groundskeeping and gardening duties, such as using electrical and manual tools to keep the school grounds and access routes free from litter and leaves.
- In winter ensuring that all pedestrian walkways, external areas and car parks are cleared and gritted as appropriate to ensure the safety of students and staff as per the Snow and Ice Risk Assessment
- Maintaining hygiene supplies across school including staff and children's toilets.
- Maintaining oversight of teaching areas to ensure high standards of health and safety, cleanliness and organisation, proactively identifying and resolving any issues as they arise.
- Monitoring and supporting cleaning staff to ensure high standards of cleanliness, organisation and hygiene are consistently maintained.
- Checking toilets, changing areas and all rooms on a regular basis and reporting any issues to the Site Manager or in his absence a member of the Senior Leadership Team. Removing graffiti immediately and carry out any repairs if required.
- Checking the operation of the plant rooms to ensure heating and ventilation systems are operational and reporting any defect to the Site Manager.
- Assisting in the facilitation of external contractors and their work, monitoring the work of external contractors and reporting stages of completion to the Site Manager
- Ensuring all internal and external lights are working, reporting any malfunctions to the Site Manager.
- Carrying out a variety of planned and unplanned maintenance and repair work in consultation with the Site Manager, including (but not exclusively) basic joinery, plumbing, painting & decorating, gardening and minor electrical faults.
- Accessing the online compliance and reporting system, completing regular tasks and completing requests/repairs in a timely manner.
- Preparing the canteen for lunchtime service and ensuring all areas are thoroughly cleaned and tidied afterwards.

Porterage

- Porterage of such items as deliveries of goods, stationery, equipment, materials, furniture, items for disposal etc as required.
- Preparing/setting up rooms for a variety of purposes as requested and agreed with school staff.

Grounds maintenance

- Preparation and upkeep of lawns, decorative areas and trees/bushes e.g. mowing, strimming, Pruning/cutting back, blowing, weeding and weedkilling.
- Removing litter, leaves and rubbish in certain defined areas.
- Working with and maintaining various types of machinery and equipment.

Health & Safety

- Respond to fire alarms and liaise with the Senior Leadership Team during these times
- Compliance with safety rules and procedure as laid down in their area of activity.
- Ensuring that they take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work.
- Using issued Personal Protective Equipment as required.
- Reporting promptly accidents, near misses, unsafe working conditions or practices and dangerous occurrences of which they are aware.

Lettings

- In the case of lettings, ensure that the premises are opened prior to the start of the lettings and secured at the end of it.
- Facilitating any reasonable set up requests.
- Ensuring those who are letting the premises are aware of any relevant health and safety information and to report any concerns to the Site Manager, should this be required.

Other Duties which may be required on behalf of the Site Manager

- Deputising for the Senior Site Manager, if requested and required.
- Monitoring consumable stock levels, ensuring stocks and supplies are replenished as required.
- Completing small in-house projects based on own specialist knowledge areas.

Miscellaneous

- Purchasing of materials from local suppliers.
- Representing the school at meetings with outside bodies and contractors where appropriate.
- Taking annual leave in agreement with the Senior Site Manager subject to the needs of the school.
- Being aware of and complying with all policies and procedures including those relating to safeguarding, child protection, health, safety and security, confidentiality and GDPR, and reporting all concerns to the appropriate person if required.
- Contributing to the overall vision and values of the school
- Maintaining confidentiality of information acquired in the course of undertaking duties for the school.
- Carrying out any other reasonable duties as directed by the Headteacher or their representative.

This job description will be reviewed periodically in consultation with the post holder.

Seymour Park
Community Primary School

PERSON SPECIFICATION

Job Title: **Assistant Site Manager**

Qualifications, Qualities and Attributes	*Essential*	*Desirable*	*Evidenced by*
Qualifications/Training			
Good Numeracy and Literacy Skills equivalent to Level 2	✔		Application
Qualifications gained through professional development/on the job training activities	✔		Application
Relevant professional vocational qualifications		✔	Application
Knowledge/Understanding/Skills/Abilities			
ICT Literate and able to use the internet, e.g. consult websites, access information, download material/make entries electronically, use email, complete online forms	✔		Application/Interview
Experience of working in an educational setting		✔	Application/Interview
Knowledge and understanding of relevant health and safety regulations	✔		Application/Interview
Able to undertake a range of general building maintenance jobs e.g. basic carpentry, basic plumbing, painting/decorating, groundskeeping and gardening	✔		Application/Interview
Able to communicate clearly and effectively in different forms and with a wide range of people in differing contexts	✔		Application/Interview
Able to manage time effectively, work accurately, organise workload and meet deadlines	✔		Application/Interview
Able to use initiative, evaluate information and exercise judgement and demonstrate a practical approach to solving problems	✔		Application/Interview
A commitment to high standards and evidence where this has been achieved	✔		Application/Interview
Ability to work in accordance with the school's health and safety policies and safe working	✔		Application/Interview
Excellent organisational and planning skills	✔		Application/Interview
Ability to respond calmly in emergencies	✔		Application/Interview
To be main key holder, responsible for the safety of the building	✔		Application/Interview
General/Personal Qualities and Characteristics			
An effective team player but who can think and work proactively, independently without supervision	✔		Application/Interview

Possess strong interpersonal skills and able to exercise diplomacy when appropriate	✔		Application/Interview
Able to work under pressure and keep calm in a crisis	✔		Application/Interview
An effective decision maker, able to think analytically	✔		Application/Interview
An excellent health, attendance and punctuality record	✔		Application/Interview
Willing to be flexible and support colleagues	✔		Application/Interview
Able to retain confidentiality at all times	✔		Application/Interview
Committed to continued professional development	✔		Application/Interview

We are committed to the safeguarding of children and DBS checks will apply to this post

(Effective from November 2026)