

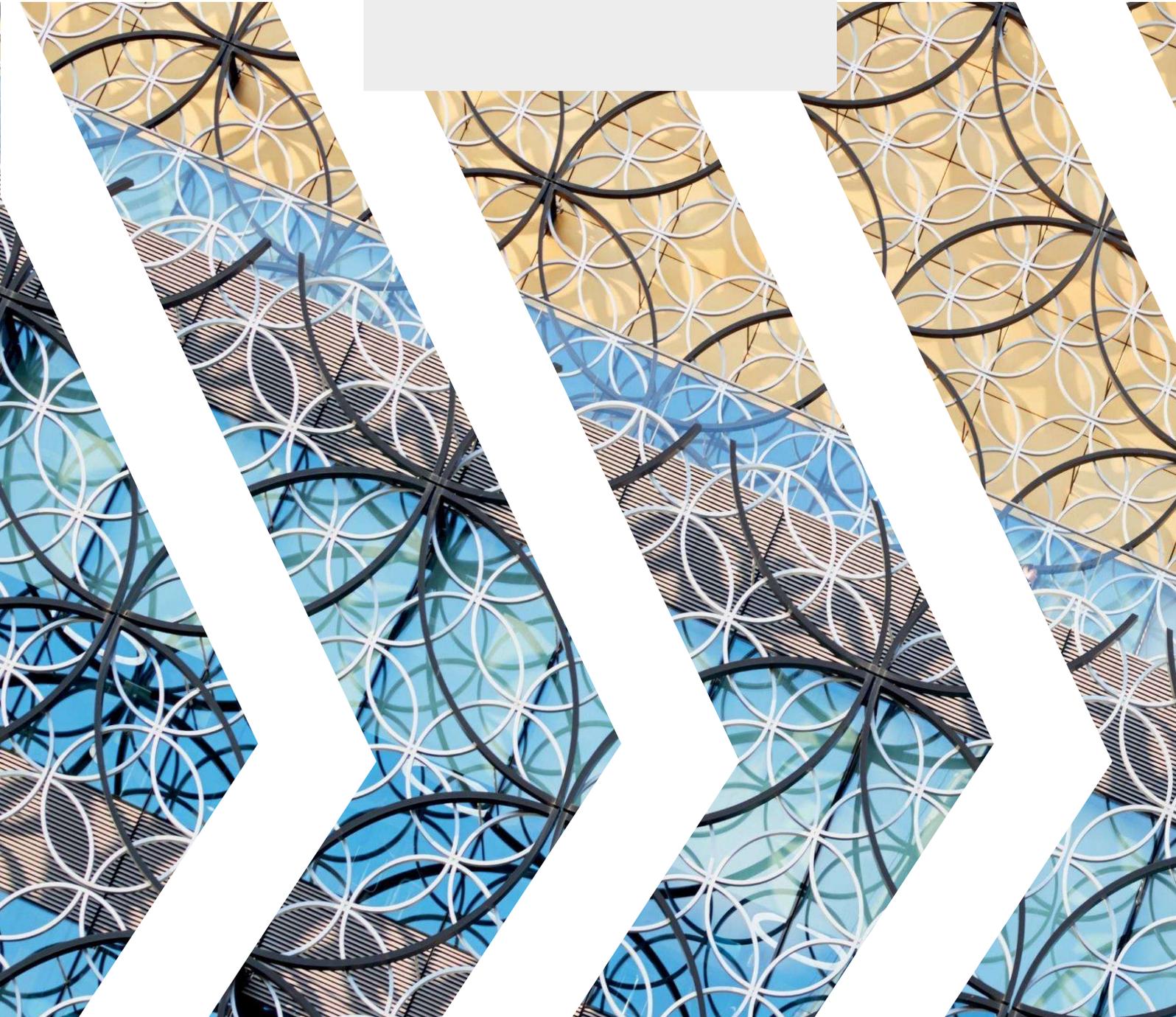


**FAIRFAX**  
MULTI-ACADEMY TRUST



**Assistant Site Manager**

**JOB DESCRIPTION**



## JOB DESCRIPTION

**POST HOLDER****RESPONSIBLE TO**

Academy Site Manager

**LINE MANAGEMENT OF**

N/A

**WORKING HOURS**

37 Hours per week – Half hour unpaid lunch break

**WORKING PATTERN**

Rotational basis of 06:30 -14:30 or 13:30 – 21:30

**SALARY**

FMAT Scale SC6 £30,296 to £31,364

**HOLIDAY ENTITLEMENT**

A paid entitlement of 26 days' annual leave and 8 statutory holidays (an appropriate number of days need to be set aside from this entitlement for the period from Christmas Eve to New Years' day inclusive)

## JOB PURPOSE

To provide efficient and effective support to the academy; ensuring that the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards. To ensure all statutory testing is undertaken, monitored and any concerns are reported to the Site Manager.

To assist with evening and weekend events, as required. To comply at all times with the requirements of Health & Safety at Work Act 1974 and academy's Health & Safety policy statement.

*This job description lists the major duties and requirements of the job and is not all-inclusive. Under the direction of the Principal and the Site Manager, the post holder may be expected to perform duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

## MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THE POST

### General Estates Responsibilities

1. Support Site Manager to ensure that the day-to-day, routine and non-routine use of the buildings, preparing them for use (e.g., movement of furniture and equipment), including external functions.
2. Take delivery of stores, materials etc., storing them securely and arranging for the internal transport of goods to their designated location.

3. Ensure heating plant and equipment is efficiently and effectively operated, adjust as necessary, and report defects and malfunctions to the Site Manager.
4. Responsible for the efficient operation of the academy's utilities and services - gas, water, electricity, lighting, heating, drainage and ancillary equipment, paying due regard to frost precautions.
5. Support in the delivery of the Trust's energy management and decarbonisation plan.
6. Take immediate appropriate action in the event of a major incident e.g. fire, flood, gas escape, breaking and entering, or other major incident involving the emergency services.
7. Ensure that the fire alarm is tested on a weekly basis, ensuring emergency exits are not obstructed, and maintain records of fire, burglar alarms and emergency lighting systems and report any defects to the Site Manager.
8. Avoid risks of water contamination, ensure that all hot and cold-water outlets are flushed after every holiday period and carry out appropriate Legionella checks.
9. In liaison with the Site Manager be responsible for the accurate recording of meter readings monthly of all metered utility services.
10. Be responsible for the maintenance and up keep of student lockers.
11. Maintain inventories of tools, equipment and supplies in your remit, updating any asset logs as required.
12. Assist and direct visitors as required in a positive, helpful and courteous manner.
13. Undertake any other relevant duties, as reasonably required.
14. Routinely monitor and react to work related emails.
15. Monitor the work of contractors working on site and report any issues to the Site Manager.
16. Ensure that the helpdesk is monitored including updating tickets on job status, i.e. adding new jobs or marking jobs as complete, and that all jobs are addressed as deemed appropriate to the risk.
17. Undertake the relevant risk assessments in place on site and raise any amendments necessary with the Site Manager.
18. Ensure all compliance and statutory checks are complete and update via the Trust's software portal
19. Provide holiday and absence cover across the Trust if required.

### **Fire and Security**

1. On a daily basis, be responsible for daily opening and closing of the academy's buildings and grounds, including gates, doors, windows and the switching on/off of lights.
2. Ensure the building has been checked for vandalism and break-ins when opened at the commencement of the morning shift.
3. Request that students leave the grounds, if unsupervised, where appropriate, out of academy hours. Prevent unauthorised trespass within the Estates and unauthorised parking of vehicles.
4. Be responsible for the security of the site and checks of the building outside academy hours, including the operation of security alarms and to respond as the first point of contact for out of hours calls.
5. Check on a weekly basis all automated gates and doors, reporting any faults to the Site Manager.
6. Ensure that the buildings are locked and unlocked at appropriate times (including daily opening and closing); setting and disarming of alarm systems.
7. Ensure that traffic is monitored on site including adherence to Trust rules, and regularly assess and review traffic and parking policy to ensure optimal safety.
8. Ensure internal security procedures are adhered to; reporting any issues to the

Principal/Chief Operating Officer.

9. Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations.
10. Nominated Lead Fire Marshall and First Aider.

### **Maintenance & Cleaning**

1. General repairs and maintenance of the academy's site, as directed by the Site Manager including reporting of any damage or defects.
2. Be responsible for the cleaning of specified areas as advised by the Site Manager
3. Liaise with the Site Manager and external cleaning contract supervisor/managers as necessary ensuring the service level agreement is always adhered to.
4. Ensure cleaning complaints are suitably recorded, investigated and reported to cleaning contractor as necessary.
5. Responsible for cleaning/litter picking and clearance of refuse bins within designated areas of the site.
6. Support and maintain grassed areas and floral features
7. Operate and support the use of grounds maintenance equipment, maintaining all servicing.
8. Arranging for the proper disposal of all refuse from site, including kitchens; ensuring the skip area is maintained and secured at all times and refuse does not overspill or create environmental or Health & Safety issues.
9. Inform the Site Manager of any identified problems with cleaning equipment and materials.
10. Ensure that all hard surfaces are kept clear of potentially dangerous obstructions, that regular clearance schedules are followed to remove gutter obstruction and that storm drains are regularly inspected.
11. Assist with keeping paths, pedestrian access and steps clear of snow and ice (ensuring stocks of grit/salt are maintained) and all areas clear of litter and weeds.
12. Clean light fittings, replacing where necessary minor parts such as light tubes, bulbs, fuses, starters and diffusers, in accordance with safe working practices.
13. Arrange to clear blockages, remove foreign matter from sinks, toilets, drains, and clean up spillages as required.
14. Remove spillages and resultant stains from floors and other surfaces.
15. Control and monitor the provision of toiletry and cleaning products including requisition, storage, stock levels and distribution of such items. Including the responsibility for replacement of paper towels, toilet rolls and soap in toilets on a daily basis.
16. Carry out checks of the cleaning contractor's work ensuring that appropriate standards have been met.
17. Arrange any PPM service visits from the Trust's nominated contractors ensuring these are actioned timely and in line with relevant thresholds.
18. Liaise and organise quotations for contracted works and ensure best value is always sought,
19. Support in raising purchase orders where necessary and ensure goods are marked received once complete.

### **Lettings/whole academy functions**

1. Act as point of contact for lettings and report any issues/concerns to the Site Manager.
2. Responsible for ensuring venues are fully prepared in terms of layout of tables/seating, staging (if required) for all functions, open evenings, parent consultation evenings and other events;

making sure catering is supplied to the appropriate venue as ordered including car parking duties.

3. Secure site (internal and external) at the end of the letting/function, ensuring the venue is cleared in preparation for normal use. Ensure that hirers leave the site safely and that the hire is left in the condition in which they found it.
4. Overtime will be required to be worked for specific events/functions/parents' evenings etc.

**Minibuses**

1. Ensure that the academy's minibus is inspected daily, and any defects found are recorded and reported to the Site Manager along with the name of the last known driver.
2. Install and remove disabled chairs to minibuses as required (training will be provided).
3. Keep the minibuses cleaned and valeted routinely.
4. Monitor the minibus booking system ensuring that fuel levels are maintained appropriately and that minibuses are available for use as planned and are controlled as necessary.
5. To facilitate Minibus driving to suit the academy's requirements (training will be given).
6. When the academy hires in a minibus make sure that all appropriate checks are made and logged using the appropriate form and processes to ensure the safety of staff and students at all times.
7. Ensure that MOTs, Road Tax and Insurance Certificates are current and all safety inspections are completed. Report any issues, concerns or defects to the Site Manager without delay.

**GENERAL**

1. Uphold the values, maintain the ethos and contribute to the overall purpose of the Trust.
2. Promote and safeguard the welfare of students you come into contact with.
3. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
4. Be aware of, support and ensure equal opportunities for all.
5. Support in the delivery of the Asset Management Plan
6. Appreciate and support the role of other professionals.
7. Support in holding regular team meetings with Site Team on a weekly basis and feedback meeting notes to Academy Principal
8. Complete regular updates to relevant parties including planning of works during holiday periods
9. Participate in training and other learning activities and performance development as required.
10. Provide holiday and absence cover if required.

I have read and accept this job description

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

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

**Review and amendment**

This job description allocates core initial duties and responsibilities and will be reviewed

periodically and when appropriate. It is therefore not necessarily a comprehensive definition and may be subject to change or modification at any time after consultation.

ENRICHING **LIVES;** TRANSFORMING FUTURES

**EXCELLENCE.**

**DEDICATION.**

**AMBITION.**

**INTEGRITY.**