

JOB DESCRIPTION

Job Title:	Assistant Site Lead
Reporting to:	Site Lead
Hours of Work:	35 hours per week (shift rota) x 52.14 weeks per year
Salary:	LBR03 and Scale 05 (starting at £27,030 per annum)

The Assistant Site Lead is responsible for ensuring the site is maintained to a high operational standard by carrying out duties in relation to security and maintenance of the premises; support the Site Lead with the co-ordination of health and Safety of pupils and staff, contract management and provision of high-quality lettings management.

Responsibilities:

- Any duty relating to supporting the school to ensure the smooth running of the school on a daily basis
- To carry out repairs and maintenance on site, for which he has the expertise, training and tools provided
- To deputise for the Site Lead/ Manager in his absence if required
- To carry out a daily and weekly check of the school site.
- Checking deliveries of post/ goods to school and distributed as necessary
- To ensure security of the premises and its contents (including the operation of fire and burglar alarms and key holder responsibilities)
- To carry out winter maintenance when required
- To undertake compulsory Child Protection Training/PREVENT Training and applicable to the role as directed by the school
- To review and develop your own professional practice, including taking part in annual performance review
- To carry out any relevant training as required by the duties involved or as requested by the Site Lead/ Manager and School Business Leader
- To carry out a reasonable number of additional hours as required to suit the operational needs of the school for out of hours activities
- To manage the premises during periods of time when the building may be let to external hirers and to report any infringement of the school's letting regulations to the Site Lead/ Manager and the School Business Leader. Staff are required to be present ½ hour before the period of let to prepare the room(s) and ½ hour afterwards to secure the premises. For example, this may entail setting out and where time allows putting away chairs
- To attend out of normal working hours any emergency situation which may arise. Non-resident Staff are also entitled to claim an additional travelling time.
- Any other such matters as the school may reasonably request
- Any other such matter that the Site Lead/Manager may reasonably request.

Training Requirement:

- IPAF / MEWP
- Ladder Training
- H &S Awareness
- Manual Handling
- Fire Safety
- First Aid + AED
- Asbestos Awareness
- Legionella Awareness
- PAT Testing

SAFEGUARDING

- To be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with Highlands' Safeguarding/Child Protection policies
- To undertake compulsory Child Protection/PREVENT Training as directed by the school.

Whilst every effort has been made to cover the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date below, but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the role and the grade.

The duties and responsibilities in this job description are not exhaustive and may be varied from time to time, in a manner that is compatible with the post held, at the discretion of the Headteacher/Line Manager.

Print Name:

Signed:

Date: