



# **Temple Meadow Primary School**

## **Job Description & Personnel Specification**

### **JOB DESCRIPTION**

|                           |                                                            |
|---------------------------|------------------------------------------------------------|
| <b>Job Title</b>          | Assistant Site Manager                                     |
| <b>Band/Job Group</b>     | Band C                                                     |
| <b>Hours/Weeks</b>        | 15 hours per week, 52 weeks per year                       |
| <b>Special Conditions</b> | Annual holidays to be taken during school holiday periods. |
| <b>School</b>             | Temple Meadow Primary School                               |
| <b>Responsible to</b>     | Site Manager & School Business Manager                     |

### **Job Summary**

Responsibilities include the cleaning of designated areas of the school. To ensure efficiency, cleanliness, safety, security and smooth operation of the building, machinery and fabric.

### **Duties and Responsibilities**

The efficient operation of the school site in accordance with the Authority's Policies, individual site policies and in particular those relating to the Health and Safety at Works Act.

Unlocking and locking of premises, initial inspection of site for vandalism or items requiring building maintenance. Security of all windows, doors and gates. Switching on/off lights as appropriate.

Setting and un-setting of intruder alarm and initiation of response procedure following alarm activation.

### **Cleaning**

To allocate duties to, and monitor the performance of, cleaning staff to ensure high standards of cleaning are maintained throughout the school.

Daily cleaning of agreed areas of the school, when required.

Ensure all toilets are cleaned daily

Ensure soap, toilet paper and paper towels are replenished daily

Control of "cleaning materials" supplies, including ordering, distribution and monitoring of materials.

Training staff in the use of electrical equipment, cleaning chemicals and cleaning procedures in order to undertake all tasks, when required.

## **Building Repairs and Maintenance**

Inspecting the site daily to identify building defects (security, service, repair, decoration)

The receipt and portage of light goods or materials

Inspecting and carrying out repairs to furniture and buildings, within your capabilities.

Notification of health and safety hazards to the Site Manager.

Replacement of lighting tubes, as required.

Removal of graffiti (excluding that requiring removal by specialists).

Inspection, checking and cleaning of blockages in sink waste traps, toilet cleanliness, the cleaning of areas affected by body emissions which occurs during normal school hours.

Emergency action to minimise the effects resulting from burst pipes, vandalism or fire damage prior to repair or remedial work being undertaken by specialist agencies.

Application of Fire Retardant spray as appropriate

Termly visual checks of electrical appliances.

## **Grounds**

Maintain a litter-free environment as far as is practicable, empty external waste bins and remove internal rubbish as necessary.

To assist the Site Manager to clear snow to main routes of access/egress as far as is reasonably practicable

To clear natural detritus such as leaves and Animal droppings

Light gardening and weeding, as required

## **Energy**

Care and operation of the heating plant and general cleanliness of the boiler house.

Monitor the efficient use of fuel, electricity and water, carrying out meter readings as necessary

The reporting of any defects to the appropriate strategy.

## **Other duties**

Receipt and portage of light goods and materials, including the delivery of milk and fruit to classrooms

Setting out and clearing of furniture for assembly and other functions as required

## **Special conditions**

To participate in the operation of the Council's Personal Performance Development Scheme

It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010

Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work.

|                   |            |       |
|-------------------|------------|-------|
| Headteacher Name: | Signature: | Date: |
| Post Holder Name: | Signature: | Date: |

## PERSONNEL SPECIFICATION

|                       |                                        |
|-----------------------|----------------------------------------|
| <b>Job Title</b>      | Assistant Site Manager                 |
| <b>Band/Job Group</b> | Band C                                 |
| <b>Hours/Weeks</b>    | 15 hours per week, 52 weeks per year   |
| <b>School</b>         | Temple Meadow Primary School           |
| <b>Responsible to</b> | Site Manager & School Business Manager |

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sickness Absence and Disability   | <p>A good attendance record. Candidates should have less than 4 absences in the last 6 months or not more than 10 days absence over the last 12 months prior to the closing date of the post.</p> <p>Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made).</p> |
| Qualifications                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Experience                        | <p>Working with machinery and chemicals</p> <p>Experience of DIY</p> <p>Experience of working as part of a Site Team</p> <p>Experience of working in a school environment</p>                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Training                          | Willing to undertake training as appropriate to the role ie, COSHH, IOSH, Manual Lifting, Asbestos, Fire Safety                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Special Knowledge                 | <p>Knowledge of cleaning materials in connection with COSHH</p> <p>Knowledge of fire safety</p> <p>Knowledge of DIY rules and regulations</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Circumstances                     | Flexible working patterns                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Disposition                       | <p>Dependable</p> <p>To be able to work as part of a team and by oneself</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Practical and Intellectual Skills | <p>To be able to use machinery</p> <p>Ability to use IT</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Legal Requirements                | Enhanced DBS Check for Regulated Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |