

# Job Description and Person Specification



**Solihull**  
METROPOLITAN  
BOROUGH COUNCIL

This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.

Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.

## SECTION A: Role Profile

<b>Post Title</b>	<b>ASSISTANT SITE MANAGER</b>	<b>Post No</b>	
<b>Directorate</b>			
<b>Division</b>			
<b>Band and Salary</b>	Band B Point 3 -5 £22,737-£23,500 per annum. Incremental progression is subject to performance		
<b>Responsible to</b>	Accountable to Site Manager / Executive Head Teacher / Business Manager		
<b>Location</b>	Forest Oak and Merstone School (including Oakwood)		
<b>DBS Check</b>	Enhanced check for regulated activity for working with Children and Adults		
<b>Special Conditions</b> e.g., medical requirement; atypical working hours/patterns; physical requirements /demands; working conditions etc.	37 hours per week Monday – Friday Full Year  The job involves contact with people that, through their circumstances or behaviour, can place emotional demands on the jobholder.		

### Role Purpose

To support the Site Manager in the management of the school premises and grounds, delivering an efficient support service to the Executive Head Teacher and Governors in the management of the school premises and site, ensuring a safe, clean and secure environment.

## Role Responsibilities

### General

Assisting the Site Manager:

- in supervision of the cleaning function in the school.
- In the maintenance of site and grounds, including the fabric and planning future maintenance requirements.
- In the usage and monitoring of heating and utilities.
- In monitoring and liaison with on-site contractors.
- In ensuring the minibuses are maintained, fuelled and ready.
- Implementing Health and Safety regulations.
- In undertaking school lettings in accordance with the school procedures.
- In dealing with day to day and other issues within the remit of the job role.
- In compliance with the general and specific responsibilities or duties imposed by the Health and Safety at Work Act and COSHH regulations 1988.
- In compliance the school's legislative requirements regarding Health and Safety, Water Management and other relevant areas as appropriate.
- In maintaining / updating the Building Management System and SMBC Health and Safety portal and SMBC maintenance portal.
- in adhering to the guidance in Operating and Maintenance Manuals regarding all aspects of building management and maintenance.
- To prioritise work, responding to unanticipated problems and situations which may arise
- To keep skills and knowledge up to date within the scope of the role and attend training and implement learning.
- To keep accurate and appropriate records as required.

### Security

Understand and action responsibility for the security of the school premises ensuring that access is maintained when required to including:

- All appropriate gates, windows, doors, fire escapes are to be open/closed. Burglar alarms where fitted are appropriately set for the purposes of school use, cleaning, maintenance services, letting of school premises, emergency services etc.
- Ensure the proper operation and function of all alarms, fire equipment, emergency exits and entrances and ensure that the firefighting equipment provided is actually in place and in visually in good order, and completing all relevant paperwork promptly.
- Also ensure that equipment subject to a maintenance contract is serviced in line with the terms and conditions of the contract.
- Check that all TV and video equipment, recorders, computers etc. are secure away each evening.
- Store such equipment left out in a secure place and report accordingly to the Head teacher.
- Report to the Site Manager / Business Manager / Executing Head Teacher, the Police and LA as necessary on acts of vandalism and illegal entry, and call emergency services when appropriate.
- Ensure good site supervision to minimise trespass on the school premises or grounds in accordance with agreed procedures.
- To support the site manager with the responsibility for the CCTV system, ensuring that it remains functional.
- Check laptops, are secured in the ICT Suite each evening.

- Open the school on arrival at agreed times, including all appropriate gates, windows, doors, fire doors, and switching the burglar alarm on and off, for the purpose of school use, cleaning, maintenance, out of school functions, and emergency service.
- Close the school on departure at agreed times ensuring that all appropriate gates, windows, doors and fire doors are closed and locked and that the burglar alarm is activated.
- Being contactable in an emergency outside of working hours.

## **Heating**

Support the site manager with the responsibility in the appropriate heating of the premise ensuring that a satisfactory temperature is maintained when required.

- Check and control system functions.
- Report all defects to a heating engineer.
- Keep boiler house clean and tidy.

## **Emergencies**

In the absence of the Site Manager, support the Business Manager in emergency situations, ensuring that all matters are dealt with in an effective and efficient manner, to include:

- Ensure access, assist as necessary and secure premise for all emergency services.
- Deal with or arrange to be dealt with, all electrical and gas emergencies, make safe by initially switching off supply.
- Dealing with or arranging to be dealt with all bursts, leaks, flooding, fires, breakages as appropriate.
- Deal with spillages, ill health, accidents etc. as necessary

## **General Maintenance**

- Support the Site Manager with the identification and in arranging of necessary repairs, alterations etc.
- Support the Site Manager the on the scheduling of maintenance and other works in progress on site, monitoring the progress of the work and reporting to the Head teacher / Business Manager.
- Direct workmen and contractors to the site of repair and maintenance work, and informing them of Fire exits / H&S issues and ensuring all Health and Safety and safeguarding processes are implemented.

## **Internal Maintenance**

- Report all defects which require specialist repair in areas of responsibility.
- Inspect and report any electrical fittings defects.
- Replace lamps, domestic fuses and synchronise clocks and time switches as required.
- Ensure that an adequate supply of all hygiene materials is available at all times.

- Move furniture and equipment as necessary.
- Report any observations on the fabric of the building, in particular all plumbing installations, reporting or repairing defects as necessary
- Inspect contracted services e.g., school cleaning, tenant repairs etc., to ensure that the proper completion of intended works to a satisfactory standard, reporting as necessary to the Site Manager.
- Check daily to ensure that all toilets, seats, cisterns, toilet door locks and frames are in full working order and then report and repair defects as appropriate.
- Keep the main reception area clear at all times.
- Synchronise clocks, time switches promptly etc. as required.
- Take delivery of materials as required.
- Receive (when appropriate) and move supplies to various parts of the building.
- Clean up any spillages.
- Cleaning of grease traps, clearing of drains and other blockages as required.
- Supporting water hygiene procedures by undertaking regular monitoring and checks (re: legionella).

### **External Maintenance**

- Maintain cleanliness and general tidiness of all external hard areas, empty litter bins as necessary and maintain waste receptacles/area to a satisfactory standard. Ensure that all drains and gullies operate effectively and healthily.
- Remove/obscure all graffiti as required by the Head teacher.
- Clean leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt etc.
- Inspect outside fabric of the school and all fences, gates, walls, steps, lights etc., reporting/repairing defects as appropriate, outside spillages and cleaning up as necessary.
- Support the Site manager with contracted services e.g., window cleaning, grounds maintenance etc., to ensure proper completion of intended work to a satisfactory quality standard
- Inspect all outside areas for dangerous materials and remove as appropriate, including cleaning up external spillage.

### **Energy Conservation**

- To assist with energy conservation within the premises to ensure good practices are adopted at all times. Implement all agreed policies developed locally or by the L.A. Energy Conservation Officer. This includes ensuring that the outside security lights are timed efficiently to ensure that they are not on when it is light.

## **Cleaning**

- Support the proper completion of cleaning routines on a daily basis and deep clean over the summer holidays to the required quality standard
- To provide supervision of the school cleaners (in Site Managers absence).
- Cleaning of spillages and soiling from children as necessary.

## **Lettings**

- Assume responsibility for the lettings of school premises ensuring that the maximum income is generated for the school and hirers requirements are adequately met, i.e., access and egress, temperature, security etc.
- To be responsible for the preparation of the school premise for after school activities and following the instructions of the Head teacher in relation to the requirements for evening classes, open evenings etc.

## **Health & Safety**

- Assist with the implementation and maintenance of Health and Safety at Work Act 1974 procedures with particular regard to the use of machinery and equipment used for cleaning schools.
- To understand and comply with the general and specific responsibilities or duties imposed by the Health and Safety at Work Act 1974 and COSHH regulations 1988.
- Report to the Site Manager on any identified Health & Safety issues on the school site.
- To support in the carrying out of weekly/ monthly / termly and annual Health & Safety checks with the Site Manager

## **Other Duties**

- Support in the weekly test of the fire alarm system and ensure the log is kept up-to date.
- Carry out other duties to the grade of the post as may be delegated by senior staff within school.

## Section B: Person Specification

	Essential Criteria	Desirable Criteria	Measured By
<b>Education &amp; Qualifications</b>	Basic Literacy and Numeracy skills.	Other site and premises experience. An engineering, mechanical or trade background (carpentry, building etc.,)	Application form
		Full driving licence	
<b>Experience &amp; Knowledge</b>	understanding of, and familiarity with modern cleaning techniques and practices	Knowledge of Local Authority policies and procedures specifically relating to educational establishments	Application form / interview
	Knowledge of carpentry, painting, minor plumbing, glazing, and carpet fitting	An understanding of Health and Safety issues in school buildings	
	Knowledge of moving and handling procedures	Knowledge of specific premises issues	
	An understanding of general Health & Safety, security, COSHH regulations		

<b>Skills &amp; Abilities</b>	Ability to use practical skills to improve the site and buildings	Assess the quality of others work and support and advise where necessary	Application form / Interview
	Able to motivate others through example and enthusiasm		Application form / Interview
	Self-motivated and demonstrate an ability to work on own initiative motivation / manage own work load		Application form / Interview
	Able to anticipate and reduce risk where possible		Application form / Interview
	Communicate effectively (orally and in writing)		Application form / Interview
	Able to work under pressure and to deadlines		Application form / Interview
	Organised and methodical		Application form / Interview

<b>Core Behaviours</b>	<b>Excellence</b> - With enthusiasm, you work to deliver a high-quality service from your work location, whether that be in a Council building or in a remote working location, to meet customer, organisation and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.	Interview
	<b>Simplicity</b> - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all taking into account hybrid working.	Interview
	<b>Trust and Respect</b> - You are aware of your impact on others including confidentiality, team relationships and wellbeing. You value openness and listen carefully to understand the views of others. You promote the values of inclusion and diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect	Interview
	<b>Working Together</b> - You work with others to reach a common goal; sharing information, supporting colleagues, both in their work and wellbeing, and searching out expertise and solutions from relevant partners and/or the communities we serve.	Interview
	<b>Responsibility</b> - You take ownership for your own wellbeing, work and working environment and use your initiative to deliver. You are accountable for your own performance and development, and you take responsibility for your actions and decisions.	Interview

<b>Other Requirements</b>	Willingness to undertake relevant training	Interview
	Understanding of confidentiality and safeguarding in a school setting	

<b>Compiled/ Reviewed by</b>	D. MILLER	
<b>Date</b>	MAY 2024	

## **Section C: Additional Information**

### **Corporate Parent Responsibilities**

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

### **Health and Safety**

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council's Corporate Health and Safety Policy and any local safety procedures.

### **Information Management**

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

### **Training and Development**

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

### **Solihull Behavioural Framework**

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

### **Mobility**

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

### **Variations to Job Descriptions**

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.