

Role Profile

Deputy Site Manager

9am to 6pm

Purpose

- To work under the direction of the Site Manager to provide support for the school in relation to maintenance issues, events set up and health and safety concerns.
- To deputise for the Site Manager in relation to all site matters including acting as the deputy Health and Safety Co-ordinator and organising and managing the annual statutory contracts and associated paperwork and IT systems.

Key Accountabilities

- To uphold the ethos and values of the school at all times.
- To act as Deputy Site Manager and be responsible for all site management, health and safety and compliance issues in the absence of the School Site Manager.
- To act as deputy Health and Safety co-ordinator and to ensure that any matters relating to Health and Safety are addressed as a priority.
- Co-ordinate the set-up requirements for school events and assemblies and liaise with the event co-ordinator and other maintenance team members in order to ensure that events are set up correctly and on a timely basis.
- Check email for requests and work with the site manager to prioritise these into the work schedule for the day.
- Liaison with the Cleaning Supervisor to ensure all cleaning matters are dealt with effectively on a day to day basis.
- Assist with distributing all deliveries to the school.
- Assist with table set up and change around in the dining room for lunch.
- Assist with ground works including gardening and tidying up around the grounds as required.
- Car park supervision including assisting car park users with pupil drop-off and parking on the school site.
- General maintenance duties as directed by the site manager.
- Classroom re-arrangement and setting up as required.
- Driving the school vehicle as required and agreed.
- To provide cover for other team members' absence and holidays, which may include opening up the school at 7am and/or locking the school at 8pm.
- 'On Call' by radio at all times whilst on duty.
- Any other duties as requested by the site manager or any member of the senior leadership team.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Good IT literacy including MS office and email. • Good communication skills, both written and verbal. • You will be joining an established team, therefore ability to work within a team is essential. • Demonstrable experience of responsibility for Health and Safety in the workplace and compliance testing including completion of relevant documentation. 	
Qualifications	<ul style="list-style-type: none"> • 5 GCSE's including English and Maths 	<ul style="list-style-type: none"> • IOSH Managing Safely Qualification • First Aid qualification.
Experience	<ul style="list-style-type: none"> • Demonstrable experience in relation to managing a team. • Proven experience of performing maintenance duties including plumbing, carpentry, electrical and other maintenance tasks. 	<ul style="list-style-type: none"> • Previous experience of working in an educational environment
Other	<ul style="list-style-type: none"> • Polite, professional and helpful manner. • Organised. • Calm persona and ability to multi-task/prioritise. • Team player. 	

Key Stakeholders:

Internal – Site Manager, School Business Manager. SLT, Students, Colleagues

External – HSE, Health and Safety auditors, Parents, Cleaning supervisor, Catering Manager, Contractors and Visitors

Signed: **Name (print):**

Date: