



Sir Robert Pattinson Academy North Hykeham Lincolnshire

Job Description

POST:	Assistant Site & Facilities Manager
GRADE:	Grade 6 £29,093 - £31,586
WORKING WEEKS PER YEAR:	37 Hours per week, 52 weeks per year
RESPONSIBLE TO:	Site and Facilities Manager
DISCLOSURE LEVEL:	Enhanced
SUPERVISION:	None
PURPOSE OF JOB:	Responsible for assisting and supporting with managing the upkeep of the Academy premises. Undertaking general maintenance, portorage and security duties and covering the Site and Facilities Manager in their absence.

1. Main Duties and Responsibilities:

- Opening and closure of the premises at the beginning and end of the academic day
- Operation of the intruder alarm
- Providing access to and closure of the site as required outside normal operating hours
- Supervision of out of hours' lettings as agreed
- Snow clearance and pedestrian access, litter collection/removal
- Maintenance of the Academy vehicle as directed by the Site manager and/or other designated person
- Transport and use of minibus and other transport on site. Manage MIDAS training for drivers and oversee the admin team to coordinate DVLA compliance checks
- Monitor and maintain overall stock levels for the facilities department and order replacement items as required. Ensure all deliveries are stored where appropriate.
- Conducting minor/first fix repairs where necessary and appropriate, prioritising workload to ensure a safe environment is maintained
- General portorage including movement of furniture and equipment, delivery and distribution of internal supplies and materials across the site
- Security of the premises and its contents
- To act as a Fire Warden for the site
- Heating and lighting of the premises
- Deputising for the Site Manager as and when required
- To oversee correct completion of the display screen equipment activity with staff and support any required adaptations as required
- Liaison with contractors regarding cleaning, maintenance/services and repair work

- Supervision of approved contractors to ensure the smooth operation of maintenance work on site
- Supervision of site visitors
- Pro-active site maintenance, including reporting all pertinent Health and Safety issues to the Site Manager immediately and taking timely, corrective action where appropriate. Help manage the Academy estate and support the Site and Facilities Manager to ensure statutory compliance is maintained.
- Forming part of the Site Team on-call rota
- To assist Site Manager with Health and Safety / Fire audits

2. Management of People

The role will involve occasional management and direction of Site Staff and Daytime Cleaners

3. Supervision of People

Supervise Site Staff and Daytime Cleaners in the absence of and as directed by the Site and Facilities Manager

4. Creativity and Innovation

There is an opportunity for creativity or innovation in solving a site issue but working within clearly defined policies and procedures

5. Contact and Relationships

Daily contact with the Site and Facilities Manager. Frequent contact with members of the Senior Leadership Team, Head Teacher, Academy Governors, staff, pupils and visitors such as approved contractors and cleaning staff. Occasional contact with parents and other official visitors may occur. The post-holder will have access to a dedicated mobile phone and radio system to ensure availability and pro-activity when required

6. Decisions

Working with clearly defined policies and procedures

(a) Discretion

Little or no freedom to act outside of defined role

(b) Consequences

Issues would be quickly identified and quickly remedied

7. Resources

Cleaning equipment and materials, machinery, power and hand tools, ladders, floor care equipment, Academy vehicle

8. Work Environment

This role is subject to frequent interruptions and changing priorities although the overall requirements should not vary and will be Academy-based. Work will normally be performed in a heated, ventilated and well-lit environment. There may be a requirement

to work at a computer. Some physical effort will be required e.g. the use of hand and power tools, operation of machinery, working at height, bending, stretching, lifting and working in awkward positions. The post-holder will have exposure to noise and dust levels associated with construction, maintenance and cleaning work at times.

There may be exposure to spillages, human and construction waste and bodily fluids. The post-holder may also be subject to risk from chemicals, machinery and equipment. Appropriate PPE will be provided. Outdoor working and some lone working are a requirement of this role. The post-holder may have limited exposure to abuse/aggression from students, parents, carers, site visitors/users or trespassers. The post-holder will be a key holder for the Academy's premises and will therefore be subject to potential call out outside of normal working when required

Knowledge and Skills

Previous knowledge and/or experience of supervision, general maintenance, working with tools and working at height is advantageous. The post-holder should demonstrate an overarching appreciation of Health and Safety requirements and legislation and the importance of working within a safe environment. The post-holder will be expected to take a pro-active approach to maintaining and assisting with the management of the site's safety and securing and the wellbeing of its users by reporting any concerns immediately to the Facilities and Site Manager or designated person. They will react quickly to any emerging dangers or risks, by seeking appropriate advice and working to rectify issues using appropriate knowledge, supervising when required and/or consulting relevant experts.

The post-holder will be expected to develop, enhance and maintain their skills and knowledge by attending any training or briefings as directed by the Site and Facilities Manager or other designated person, for example Working at Height, Manual Handling etc. The post-holder will also be required to undertake Safeguarding and other operational training as directed.

This duties and responsibilities in this job description are not exhaustive. The post-holder may be required to undertake other duties from time to time within the general scope of the post. There will be occasions where the working day will need to be extended.

	Name:	Signature:	Date:
Job Description agreed by: (Post- holder)			
Job Description agreed by: (Line Manager):			
Job Description agreed by: (Headteacher)			