

ASSISTANT SITE MANAGER

Grade 3 £18,065 to £18,426 Actual Salary

37 hours per week

All Year Round

required as soon as possible

Line Manager: Site Manager

Job Purpose

To provide specific support and work under the supervision and guidance of the Site Manager to maintain the fabric and grounds of the college buildings.

To enable a shift pattern to be established and provision of cover for holiday leave entitlements of the Site Manager.

Duty Hours

The working day during term time is normally 37 hours per week, to be worked on a rolling shift system, to be worked normally between the core time of 7.00 am and 6.30 pm depending upon the needs of the service.

Occasional evening lettings, for which overtime will be paid, based on the hourly rate of the Assistant Site Managers salary. The college has a commitment to working within the community.

Security and Associated Duties

- Carrying out security procedures for College buildings and grounds.
- Opening and closing of College premises including gates, doors, windows, fire exits etc. for the purpose of the College use, lettings, out of college functions, maintenance and emergency services.
- Regularly checking the proper operation of alarms and fire equipment, ensuring emergency exits are not obscured.
- Liaising as necessary with the emergency services, including calling out of emergency services as required.
- Reporting acts of vandalism to the Site Manager and or police as necessary.
- Courier duties as required by the Site Manager/Head teacher including taking cash to be banked as and when required.
- Performing security duties at the college gate before and after college as and when required.

Principal. Richard May BSc Hons

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Lettings

- Complying with instructions from the Site Manager/Head teacher concerning letting procedures and carrying out as per letting agreement.
- To give assistance to the hirer of the facilities hired.
- To ensure the functions are conducted in an orderly manner and the behaviour of the hirer is not detrimental to the site or facilities.
- To ensure that where appropriate, the requirements of the licensing justices are met during any lettings.
- Carry out as required by the Site Manager any necessary cleaning of areas within the letting agreement.

Heating

- Check and control system functions, regularly check heating system, with due regard to appropriate safety requirements, report all defects to qualified heating engineer and Site Manager.

Sickness/Annual Leave Cover

- To co-operate with the Site Manager to ensure cover in the event of sickness, or other absences including holiday leave.

Deliveries and Post

- Take delivery of post, stores materials and other goods.
- Unpack and store stock in conjunction with the Site Manager.
- Take incoming deliveries to various departments in conjunction with the Site Manager.

Furniture Moving

- Moving of college furniture as required with due regard to current Health and Safety and Lifting and Handling regulations.

Cleaning

- To work in conjunction with the cleaning supervisor and client services when appropriate.

Elections

- Comply with instructions with regard to arranging the necessary facilities for the college to be used as a Polling Station as required by the returning office and Site Manager.

Energy Conservation

- In conjunction with the Site Manager implement all agreed policies read, record and report all meter readings as required by the Site Manager.

Emergencies

- Clean sickness and spillages as required.
- Deal or arrange to be dealt with all bursts, leaks, floods, fires and breakages as appropriate.
- Deal with or arrange to be dealt with, all electrical and gas emergencies, making safe initially by turning off supply.
- Ensure access for emergency services, assist as necessary and secure premises as required.

Internal Maintenance

- Report all defects which require specialist repair, inspect electrical fittings, and report defects as required.
- Replace lamps and domestic fuses as required.
- Regularly inspect plumbing and report/repair defects as appropriate, synchronise clocks, time switches as required.
- Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate. Inform Site Manager of items which may require ordering to enable completion of the above mentioned works.
- Subject to safety regulations re/decoration of any area, agreed as reasonable on instruction of the Site Manager.
- Be responsible for the supply and availability of all hygiene materials.
- Remove graffiti etc, as required by the Site Manager.
- Carry out minor repairs to college equipment as agreed by the Site Manager.
- Carry out minor works in order to improve the site as required by the Site Manager.
- Attend appropriate training course as required.

External Maintenance

- Maintain cleanliness and general tidiness of all external hard areas.
- Empty litter bins on a daily basis, clean and clear all drains and gullies to ensure effectiveness and healthy operation.
- Inspect outside fabric of the college, report and repair defects as appropriate inspect all fences, gates, walls, steps, lights etc. Repair report defects to Site Manager as appropriate.
- Remove and obscure all graffiti.
- Undertake designated gardening duties.
- Cleaning outside glass as required by Site Manager.
- Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt etc.
- Inspect all outside areas for dangerous materials and remove, including external emergency clean of spillage.
- Pruning and clearance to ensure unrestricted access and use of premises including perimeter fencing.

- Any other duties commensurate to the role.

College Procedures

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Contribute to the overall ethos /work/aims of the college.
- Participate in training, other learning activities and performance development as required.

- Attend and participate in relevant meetings as required.

All staff in college will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising student achievement. Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

Closing date – 12 Noon, 22nd March 2022

PERSON SPECIFICATION

	Essential	Desirable
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Experience	<p>Competent at basic building repairs and maintenance and grounds maintenance.</p> <p>Use of small industrial/ electrical/maintenance equipment.</p> <p>Experience of commercial cleaning operations.</p>	<p>Previous experience of managing facilities.</p>
Qualifications/ Training	<p>Educated to Level 2 (GCSE) standard with good numeracy and literacy skills</p>	
Personal and Professional Qualities	<p>A proven record of a high level of attendance at work, honest, able to work effectively with little supervision, polite and courteous to members of the public, calm and patient when under pressure, co-operative with other employees, parents and visitors.</p> <p>Able to show initiative and work proactively to ensure the smooth running of the site.</p> <p>Willing and able to start work regularly when required. Be on call for emergencies and deal with regular evening and weekend lettings. Must be flexible with regard to working hours.</p> <p>Set high professional standards</p>	<p>Committed to own professional development opportunities.</p>

	<p>Excellent verbal skills</p> <p>Shows initiative and ability to prioritise one's own work and that of others to meet deadlines</p> <p>Able to work flexibly and adopt a hands on approach</p> <p>Supportive of our Christian ethos.</p>	
Skills	<p>Well-developed planning and organisational skills.</p> <p>Ability to manage own time effectively</p> <p>Ability to prioritise own workload</p> <p>Develop and maintain effective record keeping/management information systems.</p> <p>Ability to identify own training and development needs and willingness to participate in development and training opportunities.</p> <p>People centred: caring and supportive of individuals</p> <p>Communicate effectively with a wide range of audiences.</p>	