JOB DESCRIPTION

POST TITLE: Apprentice Site Manager
POST NO:
ACCOUNTABLE TO: Site Manager/ Estates Manager - School Leadership & the Executive Board

PURPOSE OF THE ROLE

- To assist the Site Manager with the security, cleanliness and general maintenance of the school site.

KEY TASKS

1. To act as a key holder, responsible for access to, and security of, the school site including emergency and out of hours call-outs as agreed with the Site Manager and Headteacher;

2. To clean areas of the school as designated by the Site Manager to a high standard. This may involve undertaking and/or overseeing deep cleaning of the buildings during school closure periods;

3. To support the Site Manager in maintaining a safe environment, ensuring that all relevant Health and Safety Regulations and Safe Working Procedures are adhered to;

4. To assist the Site Manager to check and maintain the Fire Alarm, to ensure that Fire Doors are operating correctly, and to assist with the termly Fire Drill;

5. To check the building daily for break-ins, vandalism and damage and, in the absence of the Site Manager, to organise emergency repairs to make the school safe;

6. To assist the Site Manager to ensure that all the major utilities (heating, lighting, water etc) are operating correctly, that equipment and appliances are switched on and off at the appropriate times and that minor repairs and upkeep (e.g. changing of light bulbs) are carried out;

7. To detect and report defects and required maintenance works to the Site Manager or Headteacher, and carry out minor repairs as required;

8. To ensure that consumables (soap, toilet rolls, hand towels etc) are replaced when required and that stock levels are monitored;

9. To prepare areas for school-related functions and activities, moving and setting up furniture and equipment as required;

10. To assist with the safety and cleanliness of outside areas, including clearing drains and, removing litter;

11. In the absence of the Site Manager, to ensure the safety of the site during periods of bad weather, including clearing paths of snow, ice and fallen leaves and applying rock salt when required;

12. To take responsibility for some out of hours lettings during evenings/weekends as required. (This duty will attract additional pay).

13. To demonstrate good understanding of the common core skills and knowledge for those working with children, young people and their families and the role of the Common Assessment Framework in supporting children and families who have additional needs.

SUPPORTING THE SCHOOL

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
3. Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy

OTHER DUTIES

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.