

Job Description

School	Bradstow School
Post Held	Deputy Site Manager
Salary Scale	SO1
Hours	37 hours per week
To Whom Responsible	Site Manager

Aim of the post:

To be responsible to the School Business Manager for the efficient performance of their duties in relation to the maintenance, security and safety of the site. To deputise for the Site Manager in their absence.

To provide a nurturing, safe and welcoming environment for all children and young people at Bradstow, working as a part of a team to enable the school, residential and children's homes to effectively support the needs of our young people. This will involve liaison with staff, outside employers, contractors and staff from other parts of the council.

Duties:

1. Deputise for the Site Manager in their absence, reporting to the SBM and Headteacher when appropriate.
2. Take the lead role in managing the school vehicle fleet, including maintenance schedules, safety checks, accident management, organising repairs and vehicle replacement.
3. Together with the Site Manager to manage the maintenance requests database to ensure tasks are allocated appropriately to the team, completed in an efficient manner and reported back when completed.
4. Support the delivery of training to all school staff in Fire, Security and Health & Safety, leading training sessions to ensure there is a clear understanding across the school.
5. Take a lead role in the day to day management of the school Water Management Plan, ensuring the regular checking, testing and flushing routines are undertaken & recorded in line with statutory guidance
6. In liaison with the SBM or Site Manager engage with, and ensure repairs by approved contractors are carried out to the correct standard. This may on occasion include managing contractors out of hours on weekdays or at weekends
7. Reporting to the SBM or Site Manager evidence of major or minor defects.
8. Carrying out minor repairs to the site such as minor adjustments to doors and windows, replacement of locks, board up or replace windows, general carpentry repairs, change tap washers, replace light diffusers and similar maintenance repairs.
9. Operating and checking boiler and ventilation systems and ensuring that they are maintained to the correct standard including checking automated systems, time clocks etc.
10. Checking fire appliances at regular intervals ensuring that they are serviced by the approved contractor, testing fire alarms weekly and maintain records of testing.

11. As designated by the SBM or Site Manager maintain the grounds, reporting defects to the Site Manager.
12. To work harmoniously with colleagues and other professionals in the support of the care of the children and young people both during school hours and in their home at Bradstow.
13. To prioritise the needs and ensure the health, wellbeing and safety of the children and young people within the school at all times.
14. Carrying out emergency cleaning duties e.g. broken glass, flood damage etc.
15. In liaison with other school based staff operate the lettings system, ensuring that facilities are provided at the agreed level and that the areas are returned to their normal use on time.
16. In liaison with the SBM and the Site Manager take steps to ensure that the premises are free from hazards and safe, warm and secure for students, staff and visitors.
17. Is a registered key holder and ensures the security of the premises as delegated by the Headteacher.
18. Together with the Site Manager to maintain a database of access fobs and to amend and update when required
19. Maintaining swimming pool areas including testing water, ensuring that plant equipment and chemicals are used correctly. Also keeping records of water testing and treatment. (Certificate to be held and a separate allowance payable).
20. Monitoring and ordering of fuel for swimming pool and maintenance vehicles ensuring economy measures are carried out.
21. Implementing risk management policies as directed by the Headteacher/SBM/ Site Manager.
22. Taking steps to keep the premises free from infestation from pests and vermin.
23. Reporting to the SBM any spend against agreed budgets.
24. Moving and distribution of furniture, equipment and stores as required.
25. Organise and undertake delivery of food to the Residential Homes as and when required.
26. To undertake Saturday morning cover on a rota basis
27. To undertake call out duties during weekday evenings and weekends on a rota system.
28. To drive school vehicles as and when required but not for the transportation of students, including cleaning and carrying out routine maintenance checks to all school vehicles.
29. To carry out routine maintenance as may be required to plant and equipment.
30. Undertake any other duties as may be assigned by the Headteacher, SBM or Site manager.
31. Be aware of the policies and procedures as set out by the school.

32. To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and statutory guidance (Working Together, 2015) in relation to child protection and safeguarding children and young people as this applies to the role within the organisation. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the role.
33. To ensure the line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection, including concerns about the practice of a colleague.

This job description may be amended at any time after discussion with you

Person Specification

Deputy Site Manager

Essential criteria -

1. Ability to deputise in all aspects of site management in the Site Manager's absence.
2. Full clean driving licence, ideally with the code D1 included, and a willingness to learn to drive the school vehicles.
3. Willing to undertake additional training in all areas of site maintenance and specifically in relation to deputy duties, either locally or within a reasonable travelling distance.
4. Ability to establish and maintain effective working relationships at all levels of work as part of a team.
5. Experience of engaging and monitoring contractors
6. Physically fit.
7. To professionally and clearly communicate in a range of situations; including using email and writing reports on a computer.
8. Be familiar with MS Office Word and Internet and use as part of everyday practice.
9. Ability to attend school (outside normal hours) to undertake emergency maintenance work and security issues.
10. Ability to prioritise own work and meet strict deadlines.
11. Ability to delegate tasks effectively
12. To be flexible, practical and responsible in approach.
13. Be able to achieve a good standard of work.
14. Have knowledge of Health & Safety, and managing risks and developing processes to manage risk.
15. A willingness to contribute to the life of the Bradstow Community.
16. A commitment to working in ways that promote inclusion and equality of opportunity.

Desirable criteria -

17. Experience of working in a school, local authority or an organisation with several disciplines.
18. Knowledge of First Aid
19. Experience and ability to operate plant equipment.
20. A recognised building trade.

21.2 years' experience of general building maintenance.

22. Knowledge of: -

- a. Asbestos management
- b. Legionella awareness / water management
- c. Ladder safety inspection

Working at Bradstow can be both physically and mentally demanding. In order to be able to cope with this stress, candidates must be both physically and emotionally robust.

Candidates are shortlisted according to these stated criteria. Please list each supporting statement according to the numbers above.