## JOB TITLE: Assistant Site and Grounds Manager

**REPORTS TO: Site Manager**

## GRADE: Thurrock Grade C

**JOB PURPOSE**

* To provide a comprehensive support service including assisting in the general maintenance and cleaning of the school, maintenance of grounds, key holding, security and janitorial duties.
* To oversee the budget for grounds maintenance, monitoring the budget and reporting any concerns in a timely manner.
* To be responsible for the facilities and the site team in the absence of the Site Manager.
* Assist with the Performance Management of the cleaning team, advising the Site Manager of outcomes.

**KEY CORPORATE ACCOUNTABILITIES**

* To actively promote the Trust’s Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place.
* To maintain awareness of and commitment to the Trust’s Equal Opportunity Policies in relation to both employment and service delivery.
* To fully comply with the Health and Safety at Work Act 1974 etc, the Trust’s Health and Safety Policy and all locally agreed safe methods of work.
* At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.
* To work with colleagues to achieve service plan objectives and targets.
* To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs.

**PRINCIPAL ACCOUNTABILITIES**

# **Maintenance**

* Check building for routine maintenance matters and vandalism, reporting and taking appropriate action when necessary.
* Undertake day-to-day maintenance duties, reporting to Site Manager any faults requiring specialist attention. Ensure replacement of light bulbs, tubes, diffusers as required.

## Caretaking

* Ensure gullies, gutters, fall pipes and drainage systems, including foul drains, are free from blockages and arrange to clean when necessary, within the capabilities of the post holder and being mindful of health and safety regulations.
* Ensure footpaths, car parks, shrubberies and paved areas are kept in clean and tidy condition.
* Take delivery of, if appropriate store, laundry, stationery, materials and other goods. Carry out porterage duties within the School.
* Operate and monitor the heating plant and temporary heating equipment to, whenever possible, maintain appropriate temperatures, in line with the Trust policy on energy conservation. Carry out frost protection procedures.
* Clean boiler house, stock/storerooms and other designated areas of the building, identified through consultation with the Site Manager. Clean toilets during session times, as necessary. Periodically de-scale toilet furnishings and showerheads, surfaces and channels. Perform other emergency cleaning required due to accidents, illness, vandalism, building and equipment failure.
* Perform such other duties as reasonably corresponding to the general character of the post.
* Direct contractors to sites of repairs and maintenance work, confirm that work has been completed and report deficiencies.
* Deal with enquiries from members of staff, contractors and members of the public.

**Grounds Maintenance**

* To carry out numerous gardening duties, requiring a minimum amount of supervision.
* Soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, bed preparation and planting.
* Lawn maintenance and cultivation.
* The use and maintenance of hand tools and basic light machinery.
* The use of cylinder and rotary mowers, strimmers, leaf blowers.
* Adjustments of mower height and quality of cut, etc. Oil level checks and checks for damage to any mower.
* Assist with the initial marking and over marking of the sport pitches, running tracks, field events.
* Prepare and plant rockeries, herbaceous borders and shrubberies.

##### **Key holding and Security**

* Carry out security procedures for grounds, premises and their contents. The routine and non-routine opening and closing of premises.
* Key holder responsibilities. Provide access to the premises in the event of fire, flood, breaking and entering, snow and other emergency situations.
* Carry out required duties in connection with approved lettings of premises and after school activities.
* Report in accordance with agreed procedures any trespass on the premises, damage from intruders and unauthorised parking of vehicles.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

**T*his organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

I confirm that I have read and understood, and that I accept, the above job description:

Signature : ……………………… Date: ……………… Name in full ………………..

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| **General heading** | **Detail** | **Examples** |
| **Qualifications & Experience** | Specific qualifications & experience | Experience of working within a large site ideally in a school setting  Experience of work planning, contract negotiation and budget management  Relevant qualifications including grounds maintenance with line marking  IOSH Trained (desirable)  Line management experience |
| Knowledge of relevant policies and procedures | Knowledge of First Aid  Understand general school policies and procedures  An in-depth knowledge of health and safety |
| Literacy | Good reading and writing skills to at least English GSCE (A-C) level or equivalent |
| Numeracy | At least Maths GSCE (A-C) level or equivalent |
| Technology | Excellent knowledge of security, heating plant and other building systems  Ability to undertake DIY tasks |
| **Communication** | Written | Ability to complete complex forms, write letters and detailed reports |
| Verbal | Ability to exchange complex verbal information clearly |
| Languages | Seek support to overcome communication barriers with children and adults |
| Negotiating | Ability to negotiate effectively to achieve best outcomes  Ability to manage difficult or controversial exchanges |
| **Working with children** | Behaviour Management | Understand the school’s behaviour management policy |
| SEN | Understand and support the differences in children and adults and respond appropriately |
| Curriculum | Basic understanding of the learning experience provided by the school |
| Child Development | Basic understanding of the way in which children develop |
| Health & Well being | Understand and support the importance of physical and emotional wellbeing |
| **Working with others** | Working with partners | Ability to make a proactive contribution to the work of the school team  Seek out, develop and maintain appropriate relationships with those involved with the site management function of the school |
| Relationships | Ability to establish rapport and respectful and trusting relationships with others |
| Team work | Ability to make an distinctive contribution to the work of a team |
| Information | Contribute to the development and implementation of effective systems to share information |
| **Responsibilities** | Organisational skills | Excellent organisational skills  Ability to remain calm under pressure |
| Line Management | Ability to supervise and monitor the work of others  Ability to manage works contracts |
| Time Management | Ability to manage own time effectively  Demonstrate a flexible approach |
| Creativity | Demonstrate ability to resolve complex problems independently |
| **General** | Equalities | Awareness of and commitment to equality |
| Health & Safety | Excellent understanding of Health & Safety regulations  Ability advice others |
| Child Protection | Good understanding of and commitment to child protection procedures |
| Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
| CPD | Demonstrate a clear commitment to develop and learn in the role  Ability to effectively evaluate own performance |