



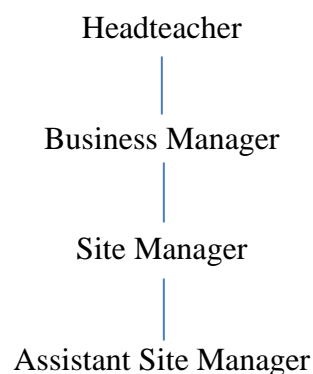
<b>Job Description</b>	
<b>Assistant Site Manager</b>	<b>EYRC Grade 5a</b> <b>£29,064 pro rata</b> <b>(Pay award pending)</b>
<p><b>Purpose of job:</b> To work under the direction of the Site Manager to ensure that the school premises and associated facilities are available for both educational and allied usage. To maintain the buildings, site and grounds to a high standard ensuring a clean, secure and safe environment.</p>	
<p>At various times the job will require some or all of the following, as determined by the Site Manager.</p>	
<ul style="list-style-type: none"> <li>• To undertake key holding and security duties by: <ul style="list-style-type: none"> <li>○ Opening and closing of premises</li> <li>○ Operating intruder and fire alarms</li> <li>○ Carrying out security procedures for grounds, buildings and contents</li> <li>○ Carry out duties in accordance with the lettings of the premises</li> <li>○ Provide access (call out) out of hours.</li> </ul> </li> <li>• Carry out handyperson duties where appropriate training has been given and can comply with Health and Safety Legislation: <ul style="list-style-type: none"> <li>○ Plumbing – elementary tasks</li> <li>○ Repair to furniture and fittings</li> <li>○ Remove glass and board up windows</li> <li>○ Make safe flooring areas</li> <li>○ Replace and clean lamps and diffusers</li> <li>○ Remove graffiti</li> <li>○ Carry out other maintenance task</li> </ul> </li> <li>• Site Improvements <ul style="list-style-type: none"> <li>○ Redecorate both internally and externally with appropriate preparation</li> <li>○ Build and install shelving</li> <li>○ Assist technicians with drill walls and running trunking</li> <li>○ Remove, relocate and install fitted furniture</li> <li>○ Plumbing, fitting new flush systems, reseating taps</li> <li>○ Unblocking of drains</li> <li>○ Fit new locks</li> <li>○ Electrical work, re-wiring plugs, replacing socket covers</li> <li>○ Repair and re-cement masonry</li> <li>○ Report defects to Site Manager</li> </ul> </li> <li>• Operate and monitor heating and water systems <ul style="list-style-type: none"> <li>○ Ensuring buildings and water are at an appropriate temperature</li> <li>○ Carry out frost protection duties</li> <li>○ Clean and maintain boiler houses</li> <li>○ Monitor and record energy readings</li> <li>○ Record water temperatures</li> </ul> </li> <li>• Undertake cleaning duties <ul style="list-style-type: none"> <li>○ Clean areas as directed including applying appropriate floor finishes</li> <li>○ Clean toilet areas during school sessions if required</li> <li>○ Perform emergency cleaning as required</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Around the site</li> </ul>	

- Carry out portorage duties
- Deal with enquiries from members of staff, contractors and the public
- Ensure the site is free of litter
- Grounds maintenance
  - Undertaking general garden maintenance and improvements, including weeding, planting and watering
  - Maintain neat appearance of flower beds, woodland, pond and outdoor areas
  - Clear moss, litter and debris from all areas and dispose of same
  - Apply appropriate products when required and ensure safe storage
  - Ensure equipment is maintained and safety records kept
- Member of the school's First Aid Team

Perform such other duties as reasonably correspond to the general character of the job.

This job description is not intended to be a complete list of duties and responsibilities but to indicate the major tasks of the post. It may be amended at a future time to take account of the developing needs of the service.

#### Position in School Organisation



**Working Days:** Thursday and Friday, hours to be agreed on a weekly rota, all year round.

**Overtime:** Agreed overtime is paid at time and a half and hours worked between the hours of 6.00am and 10.00pm are paid at time and a third.

**Holidays:** The holiday entitlement is 29 days (33 after five years' service) pro rata. Holidays are taken during the school holiday time, however, at the Headteacher's discretion, the equivalent of up to one week's leave may be taken in term time. The school site is closed during the Christmas break for which up to 8 days' leave (pro rata) may be required.

**Pay:** Monthly – on the last working day of the month.

**Special Leave:** The school has a Special Leave Policy in order to accommodate Compassionate and Family Leave.

**Pay Progression:** Grades 5b start on the appointment rate (£29,064) and after six months usually progress to the main rate (£29,540). New starters to the East Riding of Yorkshire Council are required to undertake a 6-month probationary period.