

## **Ribston Hall High School**

### **Job Description Deputy Site Manager NJC SCP 16-20, £29,572 to £31,586 37 Hours per week/All Year Round**

#### **Job Purpose**

To provide an efficient Site service to support the day to day running and management of the School Site.

To deputise for the Site Manager and to undertake a range of duties across the school premises and ancillary duties, to support the operation of the school, ensuring the school is maintained to a high standard and compliant with all relevant health & safety legislation.

#### **Main Duties and Responsibilities**

- Assist in keeping the buildings and grounds safe, operational and clean.
- Carry out any minor repairs to the school premises on a day-to-day basis.
- Respond to requests for maintenance support across all areas of the school.
- Preparation of facilities for pre-arranged school events and external activities.
- Ensure that school minibus is secure, clean, satisfactorily maintained and regular checks recorded.
- Drive the School minibus to transport students to off-site activities.
- Carry out emergency cleaning duties as required.
- Locking and unlocking of the school premises as required, including in the mornings and evenings.
- Ensure effective arrangements for the security of the premises and contents, including responding to emergencies affecting the school premises outside normal hours if required.
- Be flexible with shifts to suit the business needs of the school.
- Take delivery of school supplies and distribute these within the school.
- Ensure that all furniture arrangements and accommodation requests are in place on time.
- Disposal and appropriate allocation and monitoring of general waste and recycling.
- Carry out any other appropriate duties as required by the Finance and Operations Manager or Head Teacher.
- Deputise for the Site Manager in their absence.

- Liaise with Contractors to complete specific/specialist areas of work as required and to ensure compliance with safeguarding protocols.
- Undertake and document regular health & safety checks and other routine checks.
- Patrol the site to check for hazards, damage and intruders when opening and closing and to record any actions.

### **Line Management**

Site Assistant when deputising for Site Manager

### **Qualifications and Experience**

- Trade Qualification (NVQ/Apprenticeship in a relevant Trade)
- Proficient in the use of technology/IT
- Excellent verbal and written communication skills
- Experience of completing maintenance work/DIY to a high standard
- Good working knowledge of Health and Safety requirements
- Full Driving Licence

### **Supervision Received**

The postholder will be responsible to the Site Manager and in their absence the Finance and Operations Manager.

### **Principal Contacts**

School staff, Students, Parents, Contractors, Service Providers, and Hirers of the school premises.

### **Equal Opportunities**

Equal opportunities is the right of everyone to equal chances and each individual is respected for who they are regardless of age, ethnicity, gender, social circumstances, ability/disability and sexuality.

### **Special Conditions**

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such temporary variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.