

JOB DESCRIPTION

Assistant Site Manager

SALARY:	£25,000
HOURS:	37.5 hours weekly, all year round Usual Hours: 9.30am to 6.00pm - Monday to Friday and some additional overtime.
HOLIDAYS:	25 days, plus bank holidays, to be taken during school holidays
REPORTS TO:	Heads of School
LOCATION:	Based at 48 North Side, Wandsworth Common, SW18 2SL with some duties at other sites based South West London
PROBATIONARY PERIOD:	Six Months

JOB PURPOSE

The Assistant Site Manager is responsible, through the Heads of School, for a wide range of duties and responsibilities connected with the fabric and grounds of the Schools. The Assistant Site Manager may be occasionally required to drive the minibuses therefore a full clean driving licence is required. Some duties will be allocated by the Site Managers & School Administrators.

KEY TASKS

Assistant Site Manager Responsibilities

- To start the day at the School, checking through the building for any potential health and safety and maintenance problems, completing any necessary paperwork.
- To ensure the school is securely locked at the end of the day ensuring all windows are closed throughout the building and final locking at 6.00pm, unless there is a later event being held on the premises.
- To liaise with the Site Managers for the Traffic and Travel plan, pupil transport companies, opening and closing gates in the morning and afternoon, ensuring that transport use the correct gates at all times.
- To cover absences of the Site Managers.
- To coordinate any maintenance work with the Site Managers.
- To ensure site manager daily logs are completed on both sites and that site manager job spreadsheet is updated regularly.
- On both sites, to regularly maintain, clean and tidy the playground: sweep up leaves, debris and sand (at least weekly in autumn). To put away playground toys

at the end of each day. Weed and maintain any flower beds. Clear snow and ice, spreading grit as needed.

- To ensure that keys are available for staff to select play equipment for the children and that all keys are signed in and out
- To carry out small maintenance duties on both sites (inside and out) including repairs, painting, plumbing and electrical jobs. To wipe down any smudges or marks on the walls with an e-cloth once a week to prevent build-up of stubborn marks.
- To identify potential problems/repairs on the premises and notify the School Administrators or Heads of Schools.
- To respond to requests made by staff and to undertake tasks in accordance with agreed priorities.
- To assist staff to move large items of furniture around the building
- To repair and maintain office furniture, play equipment and toys.
- To take meter readings as and when required.

Maintenance and services

- Liaise with external contractors to ensure the smooth-running of the organisation, including calling and emailing suppliers for information.
- Liaise with the Heads of School regarding completing necessary purchase orders and invoices, ensuring that suppliers are paid within the agreed terms.
- To liaise with maintenance contractors as needed, in conjunction with the School Administrators.
- To liaise with School Administrators regarding suppliers and deliveries.
- To liaise with cleaning staff as needed, instructing cleaners as needed including liaison with the cleaning contractor.
- To be responsible for the refuse, recycling, collection of bins, ensuring that they are collected by the Council on a weekly basis, including bins in bathrooms.
- To arrange for disposal of large items of rubbish/builders rubble at the local refuse centre.

Health and Safety

- To ensure all Health and Safety requirements are met and notify the Heads of School of any Health and Safety concerns.
- To undertake Health and Safety checks, Fire Safety checks (in conjunction with designated Fire Safety Officer) and arrange for any equipment maintenance. To ensure exits are not blocked.

Driving

- To transport children and escorts at required times ensuring comfort and security
- To adhere to minibus guidelines
- Taking responsibility for the minibus during a shift and to report any defects or problems with the minibus
- To complete Minibus training, provided by BeyondAutism

This is not an exhaustive list and you may be requested to undertake other duties by school staff. You are expected to work flexibly in the event of occasional out of hours opening, safety issues or emergencies.

BeyondAutism is committed to safeguarding children and young adults and as this role involves supervised access to vulnerable children and young adults, an enhanced DBS check will be required.