

# ABINGDON LEARNING TRUST

## JOB DESCRIPTION

<b>POST:</b>	ALT Deputy Site Manager
<b>ACCOUNTABLE TO:</b>	Chief Financial Officer
<b>APPRAISAL:</b>	The post-holder will be subject to ALT's annual performance appraisal process.
<b>GRADE:</b>	6
<b>RESPONSIBLE TO:</b>	Abingdon Learning Trust Site Manager
<b>LOCATION:</b>	<b>Central Office, Hendred Way, Abingdon, OX14 2AW</b>

### Job purpose

To be responsible for the day to day operations, project planning, building safety for all users, implementation of pro-active and reactive maintenance support including all Health & safety items and record keeping across the Trust. Ensure environmental and hygiene standards are monitored and applied to ensure the schools are clean and safe for the students, staff and visitors.

### Key areas:

#### Management:

- To keep the Abingdon Learning Trust Site Manager or Chief Finance Officer informed about all areas of responsibility and manage issues that may arise under this role.
- Support the management of the different sites and facilities effectively, ensure statutory requirements are complied with, e.g. managing / maintaining the following Asbestos, Legionella. Implement and develop site appropriate risk assessments and any other H&S requirements deemed suitable under this role.
- Identify and prioritise works depending on the school's condition reports across the Trust.
- Ensure effective, economical and safe use of resources and equipment.
- Assist in the line management of staff responsible to role, including shift rotas, event cover and absence/ holiday cover where appropriate.
- Assist in the management and monitoring of site protective services e.g. security and fire alarms.
- Support security access systems, ensure system timings and access gate/door controls are maintained regularly and up-to-date where appropriate.
- Provide essential key-holder services, and be aware of security or other activities deemed to pose a risk of damage, vandalism etc. to the property.
- Liaise, monitor, and manage contractors and or emergency services, ensuring where applicable they comply with school procedures & policies.
- Identify and attend training involved with this role.
- Support the bookings system, servicing/ maintenance and repairs of vehicles including refuelling as required in line with school policy. Ensuring depts. or external agencies are invoiced accordingly as per guidelines. Can be a designated driver for school trips if required.
- Monitoring/ recording of permanent contractors and liaising with designated supervisors to ensure e.g. H&S, cleaning standards, attendance are within contractual expectations.

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- To ensure the school is completing statutory requirements through recording, testing and monitoring.
- To be willing to support the site team where necessary through flexibility of working patterns, and changes to routines across the Trust.
- Create and maintain a purposeful, orderly and productive working environment.
- Undertake safety audits of the premises and assist with relevant risk assessments as required.
- Demonstrate and assist in the safe and effective use of specialist equipment/materials.
- Provide specialist advice and guidance as required.

### **Other Responsibilities:**

#### **Heating, Lighting, Water**

- Ensure that all plant rooms are working as efficiently as possible, operation of heating controls, servicing schedules up-to date, records of any works maintained.
- Lighting and emergency lighting, is regularly checked, repaired and replaced as required.
- Water: in compliance with regulations monitor, maintain and record information, including risk assessments and legionella controls.

#### **Grounds Maintenance**

- Manage, liaise, monitor the grounds contractors, to ensure site is presentable at all times, ensure support for field sports e.g. field goals white lining etc. are actioned as appropriate.
- Ensure litter and litter bins are controlled / emptied as needed.
- Ensure paths, entrances are cleaned/ cleared, this includes ensuring pathways made safe through salting during icy, snowy weather.
- Ensure drains, gullies, waste channels are kept clear of debris / blockages.
- Ensure defects & hazards reported are dealt with through repair, replacement make safe etc.

#### **General Duties**

- Manage communal areas, monitor/ manage ordering, replenishment of disposable items.
- Manage/ monitor contractors refuse collections, ensure all refuse is sorted & disposed of promptly and correctly.
- Organise and carry out high level cleaning to be actioned / programmed accordingly in line with working at height.
- Manage and assist with re/decoration program of buildings and areas to keep the premises up to date as possible.
- Manage the replacement/ repair of furniture and furnishing of rooms as required through the works program.
- Handle/ portage of all items to correct locations, including but not exclusive to parcels and furniture using the correct equipment aids.
- Support events setups managing their organisation for completion e.g. examination rooms.
- Ensure awareness of all persons to Health and Safety/ CoSHH, risk assessments and their regulations and responsibilities.
- Supervise, manage school external bookings as required.
- Be able to enact upon all reasonable requests of the school business requirements under this role.

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- Knowledge and practical skills relating to H&S, CoSHH and risk assessments, working at height, and manual handling to a varied selection of working practices within the premises.

### **Maintenance Duties**

Able to knowledgably and competently carry out a range of tasks to a reasonable level of skill including but not limited to minor plumbing, electrical and building works.

### **Qualifications, Training & First Aid:**

Post holder ideally will be trained up to IOSH Managing Safely, hold a First Aid at work certificate, other qualifications applicable to this role include H&S, CoSHH, etc. or prepared to undertake training

### **Mobility Clause**

Your contract of employment is directly with The Abingdon Learning Trust. Your place of work will be within the three current schools in the Trust and you may be deployed to work at any school and carry out those duties that may be reasonably required in relation to such deployment.

### **Note:**

This job description is not intended to be exhaustive and it is expected that there will be other tasks to be agreed from time to time.

### **All staff:**

You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your health and safety and that of others affected by what you do or do not do.
- Co-operate on all issues involving health and safety.
- Use work items provided for you correctly, in according with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety or welfare.
- Report any health and safety concerns to your line manager as soon as possible.

### **Status of this Job Description:**

This Job Description is provided as guidance regarding the Academy's professional expectations of you in accordance with your contract of employment.

This Job Description is not your contract of employment and cannot in anyway remove your statutory rights.

This job description will be reviewed at least annually as part of the Appraisal process.

Signed: (employee):

Signed: (on behalf of ALT):

Date: