



Job Description

Name:

Post: Assistant Site Manager

Reporting to: Site Manager

Salary Scale: Grade 5

Date: July 2026

Purpose of the Job

- To assist the SPS Site Manager with the security, cleanliness, and general maintenance of the school site.
- Take responsibility for promoting and safeguarding the welfare of children within the school
- Support the school's aims, values and policies

Key Accountabilities

- To act as a key holder, responsible for access to, and security of, the school site including emergency and out of hours call-outs as agreed with the Site Manager and Head of Business & Operations.
- To maintain a safe environment, ensuring that all relevant Health and Safety Regulations and Safe Working Procedures are adhered to
- To check the building daily for break-ins, vandalism and damage and, in the absence of the Site Manager, to organise emergency repairs to make the school safe
- To ensure that all the major utilities (heating, lighting, water etc) are operating correctly, that equipment and appliances are switched on and off at the appropriate times and that minor repairs and upkeep (e.g. changing of light bulbs) are carried out
- To detect and report defects and required maintenance works
- To help manage the School Transport drop off and pick up of pupils
- To carry out minor repairs as required
- To clean and check the minibus on a daily/periodic basis
- To drive the minibus and when required
- To ensure that consumables (soap, toilet rolls, hand towels etc) are replaced when required and that stock levels are monitored
- To prepare areas for school-related functions and activities, moving and setting up furniture and equipment as required
- To assist with the safety and cleanliness of outside areas, including clearing drains and, removing litter
- To ensure the safety of the site during periods of bad weather, including clearing paths of snow, ice and fallen leaves and applying rock salt when required
- To take responsibility for some out of hours lettings during evenings/weekends as required (This duty will attract additional pay)

Supporting the school

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life
- Attend and contribute to staff meetings and INSET days as required and identify areas of personal practice and experience to develop
- Take responsibility for safeguarding following the agreed policies at all times, be aware of confidential issues linked to home/child/school and keep confidences appropriately
- Be aware of health and safety issues and act in accordance with Health and Safety policies
- Ensure implementation and promotion in employment and service delivery of equal opportunities policies and statutory responsibilities

Other duties

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

Signed:

Date:

Person Specification

Post: Assistant Site Manager

ESSENTIAL	DESIRABLE
Qualifications	
<p>Hold a full clean driving license.</p> <p>Hold minibus driving qualification (or willingness to work towards)</p>	<p>Hold recognised training/qualifications associated with premises management</p> <p>Risk Assessment experience/qualification</p>
Experience	
<p>Significant experience or skills in a trade</p> <p>The ability to understand and apply regulations such as health & safety, manual handling, COSHH, Legionella etc</p>	<p>Experience of working in a school</p>
Knowledge, skills and abilities	
<p>The ability to operate and understand electrical/mechanical systems</p> <p>Competent at basic building repairs and maintenance</p> <p>To be able to use small industrial, electrical and mechanical equipment</p> <p>Ability to work well as a member of a team</p> <p>Ability to work on own initiative & plan & organise own workload</p>	
Equality, inclusion and safeguarding issues	
<p>Ability to integrate equality policies into service delivery</p> <p>Commitment to safeguarding</p> <p>Responsible for following the schools health & safety policy, practices and procedures</p> <p>Awareness of and commitment to confidentiality</p>	
Personal Qualities	
<p>Willingness to undertake both formal and informal training</p> <p>Participate in whole school developments</p> <p>Commitment to the activities of the Teaching School and Outreach service</p>	