

## **Job Description: Duty Site Manager – Part-time**

**Salary:** Grade 3, Scale 5-6 £19,312 - £19,698 Actual salary based on hours worked - £9,395pa

**Hours of work:** 18 hours per week, 52 weeks per year

**Core hours:** Rotating shift pattern incorporating afternoons/ evenings and late lock ups

The post holder will be based at Comberton Village College

### **Line of Responsibility**

The post holder reports directly to the Campus Manager

### **Job Content**

The post holder is responsible for:

- Assisting their line manager in ensuring that the college site and grounds, including extended college facilities are maintained in a safe, clean and secure condition.
- Assisting in the co-ordination of health and safety ensuring that regulations are followed and adhered to throughout the college.
- Assisting in co-ordinating and undertaking such tasks as may be necessary for effective site management, including various portering, administrative and lettings duties.
- Assisting in the provision of advice and training for premises related matters including legislation and regulations.

### **Duties and Responsibilities**

The post holder is responsible for site tasks and all areas of the college but can expect to assist the Campus Manager in a full range of site duties and any appropriate work within the college as reasonably required by the Principal. Some of the tasks listed below will be allocated by the Campus Manager according to qualifications, skills and ability.

### **Operational**

- Act as key-holder and control site keys, and routine and non-routine opening (including other users of the school facilities outside of routine hours). Provide secondary response to emergency call out for intruders / fire alarm activations in the event that the external provider requires further support or follow up action is required. This will be on a rotational basis to coincide with shift patterns as directed by the Campus Manager.
- Ensuring the college is fit for operational use daily before start of college day (note: includes lighting, heating, site security, clearing snow, gritting paths etc.)
- Assist in the maintenance of the college site, buildings and grounds including removal of litter, security of buildings and grounds and the operation of college plant.
- Assist in ensuring correct maintenance and functioning of the colleges heating and utility systems and services.
- Assist in arranging and overseeing any alterations, redecoration, building and maintenance works and specialised repair work, undertaking minor repairs and maintenance tasks which are within the post holders competence.
- Ensure deliveries to the college are correctly accepted, securely stored and distributed.
- Assist in maintaining the security of the site and grounds, including liaising with other stakeholders in respect of arrangements such as safeguarding requirements in accordance with College policies and procedures.

- Undertake any portering duties as required including movement of furniture and equipment as required.
- Assist in supporting third party lettings and community education activities as directed by the Campus Manager.
- Ensure that the required procedures for reporting incidents, including accidents are fulfilled
- Ensure that the regular checks required by legislation (e.g. Legionella, asbestos awareness) are undertaken by the relevant provider.
- Undertake regular fire alarm testing as required by legislation.
- Provide emergency cleaning assistance during the school day, attending to basic supplies throughout the school including replenishing toilet areas.
- Monitor cleaning provision and undertake monthly cleaning inspections
- Carry out swimming pool maintenance and water testing as required.
- Assist with the delivery of an effective telephone system, checking extensions, replacing equipment and monitoring service delivery in conjunction with the service provider. Liaising with IT department.

#### **Administrative**

- Ensure all maintenance logs and registers are updated as directed by the Campus Manager

#### **General**

- The Post holder shall work outside of normal college working hours for extended school status activities, college events and emergencies as required including weekends.
- Appropriately respond to college emergencies in line with the College's evacuation and lock down procedure.
- Attend training sessions and meetings as required
- Undertake First Aid training and responsibilities as required
- Ensure up to date with relevant legislation and regulations including Health and Safety, COSHH (Control of Substances Hazardous to Health), communicating to staff as directed by the Campus Manager.
- Establish and maintain good relationships with all students, parents/carers, colleagues, suppliers, agencies and contractors.
- Ensure confidentiality about all aspects of College life, ensuring compliance with Data Protection principles.
- Undertake any other duties of an appropriate level and nature as directed by line manager or Head of School, including additional duties in the absence of site team colleagues or the Campus Manager.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Any other duties appropriate to the post, including additional duties in the absence of site team colleagues or the Campus Manager.

#### **Performance Management**

The post holder will negotiate and engage fully, with targets set annually with the Campus Manager, who will monitor and review the post holder's performance in accordance with the College's performance management policy.

#### **Conditions of employment**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the College ethos and its objectives, policies and procedures as agreed by the governing body.

The post holder shall uphold the Colleges policy in respect of child protection and safeguarding matters.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post holder shall be subject to all relevant statutory and institutional requirements.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

All members of staff are required to participate in the College performance management scheme.