

MAGDALEN COLLEGE SCHOOL

***We are committed to the protection and safety of our students
and expect all staff to share this commitment***

JOB DESCRIPTION

Post Title	Assistant Site Manager
Jobholder	
Reporting to	Premises Manager
Hours of work	37 hrs per week. 52 weeks per year. Shift work will be required according to the needs of the school. Weekend shifts may be required
JOB PURPOSE	<p>In the absence of Site Manager plan and monitor the work of the site team ensuring high standards of site supervision continue to be maintained</p> <p>In the absence of Site Manager undertake responsibility for ensuring that the school is a well-maintained, safe and secure site for all users</p> <p>Work proactively as directed</p> <p>Oversee and manage the site presence required for the school community use and private lettings</p>
Specific Job Tasks	<ol style="list-style-type: none"> 1. To deputise in all areas of site management for the premises manager in his absence 2. Monitor and oversee day to day work of the cleaners 3. Be responsible for ensuring the security of buildings, site and resources. 4. Act as a designated key holder responding to call outs. 5. To carry out risk assessments where appropriate. 6. Support Site Manager in undertaking routine Health and Safety checks around the school complying with legislation for routine testing checks 7. Maintain records as directed by Site Manager 8. Undertake responsibility for the successful premises operation of community lettings 9. In all other duties act as a full member of the premises team undertaking all day to day duties as per premises team rota. 10. Undertake such other duties as may be reasonably required by the school.
Responsibilities as a member of staff	<ol style="list-style-type: none"> 1. To ensure that the safety and welfare of all students is given priority at all times 2. To support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise 3. To ensure an appropriate individual response to whole school priorities 4. To engage actively in the Performance Management Review Process 5. To implement all school policies 6. To attend all meetings as directed 7. To pay due regard to Health and Safety in respect of

	all members of the school community and report matters which compromise this, appropriately.
Personal Qualities; the postholder is expected to be:	<ol style="list-style-type: none"> 1. Committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School 2. Committed to ensuring the safety and welfare of all students at all times 3. Committed to team work within all aspects of the school 4. Proactive in terms of furthering their knowledge and skills 5. Punctual for all commitments 6. Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.
<p>This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which he/she will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.</p>	

Signed:.....Jobholder

.....Line manager

.....Date