



Coppice Academy

Job Description

Job Title:	Assistant Site Manager (Keyholder)
Salary Band:	Band B; Full Time Equivalent £24,027 - £24,790. Actual salary (based on 10 hours) £6,493 - £6,700
Contract:	Permanent, Part time, Full Year
Hours:	10 hours per week The post holder will be required to open and close school with a suggested working pattern of: Monday – Friday: 6:30 – 7:30 and 17:00 – 18:00 School operational hours are 06:30 – 18:00
Line Manager:	Site Manager / Trust Primary Business Manager
Conditions:	The list of duties set out in this Job Description are a summary of potential tasks that may be asked of the post holder. Any delegated tasks will be required to be completed within the two hours worked per day; flexibility over the time worked is acceptable, as and when tasks require it.

Job Purpose

- To provide an efficient support service to the school by assisting with the management of the school premises, ensuring a well-maintained, safe, clean and secure environment.
- Contribute to the safeguarding and promotion of the welfare of children with regard to the Keeping Children Safe in Education guidance.

Specific Duties

- Enable effective communication between staff, contractors and visitors as appropriate.
- Support the Site Manager to ensure the statutory duties of Health and Safety are complied with.
- Be responsible for opening and closing the school site.
- Assume responsibility for the security of the premises. This includes: ensuring that all appropriate gates, windows, doors, fire escapes are open/closed and that intruder alarms are appropriately set on closure; reporting to the Site Manager / Trust Primary Business Manager / Associate Headteacher.
- Assist the Site Manager in maintaining cleanliness and general tidiness of the site and buildings; this is to specifically include the emptying of litter bins and clearance of litter from site and buildings at regular intervals during the day.
- Advise the Site Manager of any Health and Safety issues, building defects, both internal and external, and any defective machinery or equipment.
- Enable School, PTFA functions and lettings by working pre-planned overtime at evenings or weekends on a rota basis. This is not exhaustive but is expected and will be fairly distributed within the team.
- Ensure the appropriate movement of school furniture and accommodation requests are actioned on time.

- Proactively work with the school to ensure school events in the main halls are set up or taken down when required.
- Ensure the distribution of all deliveries around school.
- To support the ethos of the Trust by supporting other schools within the Trust, in the rare event that this is required.

Maintenance

- Undertake general planned and unplanned maintenance or repairs when required within your own skillset.
- Ensure that premises are safe and secure at all times and that doors, windows, fencing, gates etc. are kept in good working order.
- Respond to job requests through email and be confident in responding to these emails.
- Action regular monitoring checks around the site, record findings and report to Site Manager as appropriate; to include checks such as water flushing, asbestos visual inspections, utility readings or electrical repairs.
- Change electrical fluorescent tubes where necessary.
- Ensure the efficient operation of the school's heating systems and ensure that the boiler houses remain clean, tidy and safe from combustibles.
- Ensure that acceptable working temperatures are maintained all year round.
- Ensure the economic use of the school's energy supplies e.g., switching off unnecessary lights, projectors or fans.

Health, Safety and Security

- Promote positive behaviour and complete all relevant training. Training could include Legionella Awareness Training, IOSH Managing Safely, IPAF, MiDAS and typical eLearning modules such as Fire Safety, Asbestos awareness, slips trip etc.
- Support the Site Manager in correct operation of the school fire systems by regular testing and monitoring.
- Take responsibility for precautions necessary to prevent fire or flood damage.
- Adhere to all school / Trust policies, copies of which can be view on the Trust website - <https://www.ardenmat.org.uk/page/?title=Trust+Policies&pid=13>
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.
- Support the school's implementation of all other current statutory requirements, e.g., Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection.

Pastoral Care

- All staff have responsibility for promoting the safeguarding and the welfare of children.
- Complete annual Safeguarding training and promote positive behaviour.

Continuing Professional Development – Personal

- In conjunction with the Site Manager, Associate Headteacher and Trust Primary Business Manager take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training or development available within working hours.
- Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Site Manager, Associate Headteacher, Trust Primary Business Manager or the incumbent of the post.

Compiled by: Trust Primary Business Manager	Revision Number 1
Approved by: HR/Facilities Manager	Revision Date - 20/11/2024