



King's Academy
Easthampstead Park

Job Description: Assistant Site Manager

Location: King's Academy Easthampstead Park (KAEP)

Department: Site

Pay Grade: KGA-6, (point 9) FTE £29,170 per annum plus £753 London Fringe (starting on £15.12 per hour)

Hours: 37 hours per week – 52 weeks per year

Annual Leave: 26 days annual leave (rising to 30 days after 5 years' service), plus bank holidays

Overtime can be claimed for any additional hours with prior authority of the Executive Headteacher / Head of School as required. Overtime will be paid at the standard pay rates unless otherwise

Call Outs – the Assistant Site Manager will be required to be on call as part of their job role on a rota basis with the Site Manager.

Although most work will be during these hours some flexibility would be required for after school or evening meetings which you would manage within your working week in agreement with your Line Manager.

Designation of Post and Position within the Departmental Structure

Executive Headteacher / Head of School



Site Manager



Assistant Site Manager

The job description identifies the responsibilities attached to your post. It is subject to the limits on working time set out in the Teachers' Pay and Conditions Document.

Manager in all aspects of premises management at King's Academy Prospect, ensuring that the grounds and facilities are maintained to the highest standards for use by students, staff and visitors

To be a responsible keyholder and ensure security of the premises and grounds, its contents and safe custody of keys

To deputise for the Site Manager at Site Meetings and routine maintenance meetings

Main Duties and Responsibilities

- Deputise in the absence of the Site Manager, including management of the Site Team and workload;
- Unlock the school site and building in the morning and/or lock in the evening, ensuring the school and site are secure and that the intruder alarms are operated;
- Act as a keyholder for the Academy carrying out security procedures for all Academy buildings and grounds to ensure the security of the site, including perimeter checks, that all windows doors are secure and locked before alarms are appropriately activated, and be on call on a rota system with the Site Manager;
- Provide access to the site in the event of emergency situations;
- Carry out daily checks of the buildings for routine maintenance matters, take appropriate action and report when necessary;
- Undertake day-to-day maintenance duties and report to the Site Manager any faults requiring specialist attention. Ensure replacement light bulbs, tubes diffusers etc are done in a timely manner;

- Carry out any required duties in connection with approved lettings of premises and after school activities;
- Ensure gullies, gutters, fall pipes and drainage systems, are free from blockages and carry out cleaning, when necessary, within the capabilities of the post holder and being mindful of health and safety regulations;
- Ensure all footpaths, playgrounds and paved areas are kept in a clean and tidy condition and free from hazards;
- Carry out routine health and safety checks relating to the premises e.g., water, fire, alarms and lighting and ensure all statutory servicing is carried out;
- Comply with all procedures required by the Health and Safety Policies, regulations and legislation;
- Ensure all equipment being used by staff is in a safe working condition, including the replenishment of First Aid boxes and related equipment;
- Take delivery of and carry out portorage duties within the Academy. If appropriate, store goods delivered to the site;
- Operate the heating so that the required temperatures are maintained in the academy premises and that an adequate supply of hot water is available;
- Deal with enquires from members of staff, contractors and members of the public in relation to site issues;
- Perform any such other duties as reasonably corresponding to the general character of the post as directed by the Site Manager.

Other

- To attend team and staff meetings as required.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate
- To keep up-to-date on statutory guidance updates and new statutory guidance implementation as and when released.
- To carry out the duties and responsibilities of the post in compliance with the school's equal opportunities policies.
- To know, actively support and comply with all the school's policies and procedures e.g., Health & Safety, Attendance, Equal Opportunities, Child Protection and Behaviour, Data Protection.
- To carry out other responsibilities, commensurate with the grade of the post, as determined by the Headteacher where and when appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, individual tasks undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed by the Executive Headteacher / Head of School, to reflect or anticipate changes in the job commensurate with the grade and job title.

This job description will be reviewed regularly 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.

Supporting the Academy

In November 2022, we joined King's Group Academies (KGA). This has created excellent opportunities for teachers to share ideas and approaches across schools, for the benefit of our students.

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

- Support and embrace the aims, values, mission and ethos of both King's Academy Easthampstead Park (KAEP) and King's Group Academies (KGA) and participate in a team approach to all aspects of school life.

KAEP

It takes a whole community to raise a child

KGA

HONESTY: A workplace where everyone feels safe and able to express their thoughts and ideas.

FAITH: We will encourage others to have faith in their own capabilities.

COURAGE: We embrace diversity and champion inclusivity.

- Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.

Safeguarding

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the Academy's Child Protection Policy, Safeguarding Policy and Code of Conduct.
- Ensure all issues relating to pupils are reported immediately to the delegated member of staff.
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements.

Health, Safety & Security

- Ensure a personal awareness of and compliance with, policies and procedures related to health and safety, security, confidentiality and data protection.
- Ensure concerns are reported immediately to the delegated member of staff.
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices.

Equity, Diversity & Inclusivity

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity.

Our recruitment has safeguarding at the heart of the process. We are committed to the safeguarding and promoting the welfare of children and young people and we expect all colleagues to share this commitment. Appropriate checks will be undertaken including an enhanced Disclosure and Barring Service (DBS) check.

We reserve the right to carry out an online search as part of our due diligence obligations on shortlisted candidates and candidates will be provided the opportunity to address any issues of concerns that may come up during the search at interview.

Successful appointment would be subject to:

- A satisfactory enhanced Disclosure and Barring Service check as well as a Social Media check.
- Qualifications and prohibition checks.
- Two satisfactory written references including from current/most recent employer.
- All positions are subject to a probationary period during which you will be fully supported.



King's Academy
Easthampstead Park

Person Specification: Assistant Site Manager

Key Criteria	Essential	Desirable
Qualifications & Training	- English and Maths GCSE grade C and above. - A current driving licence. - Permitted to work in the UK.	Qualified to drive a mini bus.
Competence Summary: Knowledge, abilities, skills, experience	- Excellent communication (oral and written) and interpersonal skills. - An ability to prioritise workload, work under pressure and meet deadlines as well as taking initiative. - Have excellent time management skills and ability to prioritise in an environment with conflicting demands. - Commitment to the safeguarding of children and an understanding of policy and practice in this area. - Ensure confidentiality at all times. - Be positive, proactive and flexible with a 'can do' attitude. - Ability to quickly establish positive working relationships with students, staff, parents and a wide range of people from within and outside the school. - Competent in the use of IT.	- Previous experience of having worked in a school environment in the same or similar role. - Knowledge of health and safety legislation.
Personal Professional Attributes	- Excellent record of attendance. - Ability to work well in a team. - Physical and emotional resilience and reliability under pressure. - The ability to model the behaviour, values and attitudes we expect of young people and the ability to do so with integrity. - Willingness. - Ability to work confidentially and with discretion. - Be committed to contribute to the wider life of the school and want the best possible outcomes for students and the school. - A commitment to Equal Opportunities.	