

DEPUTY SITE MANAGER

1. The Purpose of the Position:

- Deputise for the site manager.
- Manage and lead the school's cleaning staff.
- Manage and lead the school's lunchtime supervisors.

2. Line managed by:

The Site Manager

3. Line management responsibility for:

All cleaning and lunchtime supervisory staff.

4. Payment:

Points 15, 16 or 17

5. Generic responsibilities

- i. All individual members of staff have a responsibility for promoting and safeguarding the welfare of the children and young people they are responsible for or come into contact with on the school sites.
- ii. All staff must know about their roles and responsibilities under the terms of the school's Safeguarding Policy.
- iii. All staff should be aware of the cultural differences between students dealing with incidents of racism, homophobic bullying & gender stereotyping in accordance with agreed school procedures.
- iv. Staff must carry out their roles and responsibilities with due regard to their own, and others, health & safety.
- v. All staff must know what to do in the event of the fire alarm sounding.
- vi. All staff have a responsibility to report potential, or actual, health and safety issues, to the school's health and safety officer.
- vii. All staff are expected to participate in the school's performance review system.
- viii. All staff are expected to carry out performance review interviews for the staff that they line-manage.
- ix. All staff are expected to undertake appropriate professional development in relation to their role and responsibilities.
- x. All staff are required to attend the meetings published in the school calendar appropriate to their role.
- xi. All staff are required to follow all agreed school policies and procedures.

- xii. Staff should at all times set an example of personal integrity and professionalism.
- xiii. All staff are required to perform any other duties, commensurate with the nature and level of responsibility of the post, under the direction of senior staff, to ensure the smooth running of the school.

5. Responsibilities specific to the role:

- Assisting the Site Manager with the opening and closing of the school at the start and end of the school day.
- Receive and sign for items and parcels being delivered to the school.
- Accompanying tradesmen and visitors around the school as necessary and appropriate.
- Purchasing equipment and materials to allow cleaning and lunchtime supervisory staff to carry out their roles
- For all cleaning and lunchtime supervisory staff:
 - Supporting the Headmaster at all stages of the appointment process, ensuring that school procedures are followed.
 - Carrying out and actively supporting the school's performance management policy for support staff.
 - Devising and implementing an induction policy.
 - Monitoring staff attendance and punctuality reporting any concerns to the Site Manager.
 - Ensuring that staff are deployed in the most effective manner and where they are most required.
 - Take responsibility for the quality of performance of all cleaning and lunchtime supervisory staff.
 - Drawing up and amending as necessary generic job descriptions for cleaning and lunchtime supervisory staff.
- Deputising for cleaning and lunchtime supervisory staff as required.
- Supervise and undertake the cleaning of the Trinity Road pavilion and changing rooms.
- Wash and prepare school team rugby kit.
- Assisting the Senior Administrative Officer, as appropriate, during the absence of clerical staff.

This job description will be effective from xxxx

NAME _____ (Postholder)

SIGNED _____ (Postholder)

DATE _____