

# Egerton Rothesay School Berkhamsted

## JOB DESCRIPTION

<b>School</b>	Egerton Rothesay School
<b>Job Title</b>	Site Manager Assistant
<b>Reports To</b>	Business Manager: Finance

### Main Purpose of Job

The position of site manager assistant is to work alongside the site manager to ensure the school is a clean and safe environment for all staff, pupils and visitors.

- To assist in maintaining and developing the school premises and grounds.
- To assist in making the school a clean, healthy and safe environment for all.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people.

### Main Responsibilities & Duties

- Work as a member of the site management team ensuring that the school is open and staffed for all school activities.
- Contribute towards developing the school grounds to enhance facilities and to ensure efficiency in their upkeep
- Monitor the work of contractors and report any concerns to the site manager.
- Make good or report, as appropriate, items of damage or disrepair around the school.
- Assist with the movement of school furniture for Parents Evenings and examinations.
- Assist with the distribution of deliveries around the school.
- Assist with the fulfilment of furniture arrangements and accommodation requests.
- Change lamps around the school when necessary.
- Check that toilets are kept clean, hygienic and free from litter, restock hand towels and toilet rolls when needed.
- Assist with the regular testing of the fire alarms.
- Adhere to all aspects of Health and Safety and promptly report any hazards.
- Provide emergency cleaning after a child has been sick/nosebleed.
- Provide key holder cover during school holidays - particularly when the site manager is absent.
- Undergo basic first aid training and update courses.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.

### SUPPORTING PROCESSES

#### Liaison

- Liaise with the business manager
- Ensure good and effective communication with teachers and, when necessary, parents

<b>Ethos</b>
<ul style="list-style-type: none"> <li>• Support the development of the school's Christian ethos within the School</li> </ul>
<b>Contacts &amp; Relationships</b>
<p>The post holder will:</p> <ul style="list-style-type: none"> <li>• Work closely with teachers, pupils and support staff at every level in the school.</li> </ul>
<b>Additional Information</b>
In addition to the above responsibilities and duties the post holder will carry out any ad hoc duties to assist in the smooth running of the school.
<b>Knowledge, Skills &amp; Experience</b>
See Person Specification