

Yateley School – Job Advert



www.yateleyschool.net



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School Lane, Yateley GU46
6NW



01252 879222

Learning Together – Empowered for Life

Job Title: Senior Site Assistant/Deputy Site Manager

Salary: EHCC Grade C/D £23,115 - £28,326
Depending on experience

Working Time: 37 hours per week, 52 weeks per year

Yateley School is a good school with an outstanding sixth form catering for over 1250 students from the local area, our school has a superb range of facilities across all areas of the curriculum. We pride ourselves on our high standards, which are achieved through a friendly, caring atmosphere and a dedicated team of well-qualified teachers and support staff.

Description of Role

We are looking to appoint a senior site assistant/deputy site manager, the level to which the role will be appointed at will be dependent on previous experience but training will be given to the successful candidate. The working hours are 37 hours per week Monday to Friday. The site is operational from 6.30am to 8pm and shift patterns vary from 6.30am to 2.30pm, 8am to 4pm and evenings. There will also be occasional weekend working to accommodate our community hirers.

The key objectives of the role include:

- Monitor standards of contract cleaners and liaise with suppliers.
- Demonstrate an understanding of acceptable standards of cleanliness. Liaise with supplier of contract cleaning.
- Maintain site cleaning machinery showing regard to health and safety requirements.
- Note and report to line manager all building and fabric defects, initiate and monitor repairs.
- Carry out routine maintenance repairs, subject to training and experience.
- Support the senior site manager in the implementation of the programme of internal and external site maintenance and redecoration.
- Attend maintenance meeting to plan holiday work, help to formulate a rolling programme of decoration and planned maintenance.
- Operate the school heating, lighting, water and ventilation systems, ensuring they are maintained to the correct standard.
- Replace light bulbs and clean light fittings as required, promote energy ethos throughout the school.
- Ensure fixed and portable safety signage is maintained in good condition and is suitable/sufficient.
- Ensure all tools and machinery relevant to management of the site is serviced and maintained.
- Ensure the grounds are maintained, including clearing of leaves, minor pruning, emptying of external waste bins and litter picking. Liaise with grounds maintenance contractors.
- In the event of emergency procedures, support senior site manager to clear snow or ice from paths for access, dealing with floods, fires, break-ins or other damage caused to school property.
- Monitor stocks of site maintenance supplies and re-order as necessary, with due regard to agreed budgets.
- Take and record meter readings as requested by line manager. Collect and assemble waste for collection.
- Check and adjust heating system.
- Carry out overtime duties in relation to evening and weekend use of the school premises if required.
- Organise/prepare rooms for exams, lettings, parent's evenings.
- Manage contractors on site, ensuring all health and safety requirements are adhered to.
- Report defects to term contractor and monitor repairs. Liaise with all relevant HCC technical support staff. Engage external contractors where appropriate.

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- Ensure site security is maintained through organising and monitoring arrangements for keyholding, locking and unlocking, controlling key accessibility. Act as a keyholder for the school.
- Knowledge of current Health & Safety policies and procedures, as well as school operational arrangements would be desirable, but not essential as full training will be given to the successful candidate
- Flushing – ensure all weekly and periodic flushing of the water system is carried out and recorded
- Temperature recording – ensure water temperature readings are carried out and recorded using the online system, report and monitor any faults
- Minibus driving and inspection as agreed if suitably qualified.

What We Can Offer You

For the successful candidate we can offer:

- Supportive Team Environment
- Continued Professional Development
- Contributory pension scheme
- Staff Wellbeing Service
- On-Site Subsidised Fitness & Health Facilities

Application Procedure

If you are interested in applying for the position, please email applications@yateley.hants.sch.uk for an application pack or visit our website.

Closing date for submitting your application is 12 noon on Friday 12th January 2023.
Interviews will be held week commencing 15th January 2023.

P. German
Headteacher

Yateley School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.