

LINCOLNSHIRE COUNTY COUNCIL**JOB DESCRIPTION****DIRECTORATE:**
Children's Services**Division/Section/Branch:**
Schools**Service/Sub-Division:****JOB TITLE:**
Assistant Site Manager**JEM Number**
01-200**GRADE:****REPORTS TO:**
Site Manager or Caretaker (or other designated member of staff)**1. PURPOSE OF JOB:**

To make a positive contribution to the cleanliness, security and general maintenance of the College and the grounds.

2. MAIN RESPONSIBILITIES, TASKS & DUTIES

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| I | To contribute to ensuring that the School/College is safe, clean and healthy, conducive to the raising of student standards |
| ii | Ensuring that all the School/College buildings and furnishings are cleaned in accordance with the School/College's specification and policies. |
| iii | Taking delivery of stores, materials, etc and storing them securely, arranging for the goods to be transported wherever they may be needed within the School/College and dispatching laundry, goods and materials as necessary. |
| iv | Dealing with instructions from the Manager of the Site regarding non-routine use of buildings, ensuring that proper preparation is made and cleaning is done after such use. |
| v | To be the named key holder to whom the police will refer in the event of any incident on the School/College premises during the hours when the School/College is closed, when the Site Manager is unavailable. |
| vi | Contribute to the efficient operation of all the School/College's services |
| vii | Carry out routine repairs and maintenance or where specialist skills are required ensuring that repairs and maintenance are effectively and speedily carried out. |
| viii | Carrying out appropriate procedures in the event of fire, flood, breaking and entering, accident or major damage. |
| ix | Contribute to ensuring all exterior hard surfaces are kept clean and free from dangerous materials and that all drains and gulleys are free flowing and clean. |

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| | <p>x Opening and closing of premises for bookings at weekends/evenings as required. (Additional payment is made for this.)</p> <p>xi Keeping the Site Manager fully informed on all matters regarding the premises.</p> <p>xii To undertake the Site Manager's duties in the event of his absence.</p> |
| 3. | <p>MANAGEMENT OF PEOPLE</p> <p>SUPERVISION OF PEOPLE</p> |
| 4. | <p>CREATIVITY AND INNOVATION</p> <p>Little or no opportunity for creativity and innovation.</p> |
| 5. | <p>CONTACTS AND RELATIONSHIPS</p> <p>Routine contact with staff and pupils within the school, delivery workmen and members of the public.</p> |
| 6. | <p>DECISIONS</p> <p>Working within clearly defined instructions/procedures.</p> |
| | <p>a) Discretion –</p> <p>Little or no freedom to act outside of defined role.</p> |
| | <p>b) Consequences –</p> <p>Issues would be quickly identified and quickly remedied.</p> |
| 7. | <p>RESOURCES</p> <p>Cleaning materials and equipment. May be required to be a key-holder.</p> |
| 8. | <p>WORK ENVIRONMENT</p> |
| | <p>a) Work Demands</p> <p>Limited changes in working practices.</p> |
| | <p>b) Physical Demands</p> <p>Physical effort necessary associated with working at heights, use of equipment, bending moving and handling, pushing for example use of buffing machine, moving chairs</p> |

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| | c) Working Conditions | | |
| | Some lone working may be necessary. Possible exposure to human waste and/or other bodily fluids. Exposure to normal levels of dust found within a school environment. Some working outside on school premises. | | |
| | d) Work Context | | |
| | Minimal risk, post holder will be working with cleaning chemicals and equipment, may be limited exposure to abuse/aggression from trespassers, children, parents and carers. | | |
| 9. | KNOWLEDGE AND SKILLS | | |
| | Have a clear understanding of the cleaning standards required by the School. The post holder must have understanding of Health and Safety contained in the Guidance Booklet for Caretakers and Cleaners. Safe working methods to be used in accordance with COSHH assessments for hazardous substances. | | |
| 10 | GENERAL | | |
| | Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council. | | |
| | Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder. | | |
| | Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies. | | |
| | Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures. | | |
| | All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school. | | |
| | Name: | Signature: | Date: |
| Job Description written by: [Manager] | | | |
| Job Description agreed by: [Postholder] | | | |
| | | | V5 |

GREATER LONDON PROVINCIAL COUNCIL (GLPC) JOB EVALUATION SCHEME

EVALUATION REPORT

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|---|---------------------------------|
| Post Title Assistant Site Manager | JEM Reference No. 01-200 |
| Directorate Schools | Evaluation Date 25/9/08 |
| Service LCC Generic - Cross Function | |

| FACTORS: | LEVEL | POINTS |
|--------------------------------------|----------------|----------------|
| Management of People | 1 (up to five) | 16 |
| Dispersal | | |
| Creativity and Innovation | 3 | 52 |
| Contacts and Relationships | 2 | 38 |
| Decisions Discretion | 2 | 36 |
| Consequences | 2 | 24 |
| Resources | 3 | 30 |
| Work Environment Work Demands | 1 | 8 |
| Physical Demands | 2 | 12 |
| Working Conditions | 2 | 12 |
| Work Context | 2 | 16 |
| Knowledge and Skills | 2 | 80 |
| TOTAL POINTS | | 324 |
| GRADE | | Grade 4 |

THE JOB EVALUATION HAS BEEN UNDERTAKEN IN ACCORDANCE WITH THE TERMS AND
PROCEDURES OF THE GREATER LONDON PROVINCIAL COUNCIL JOB EVALUATION SCHEME 2000

Evaluation Type

JE Project