



KINGS'

SCHOOL · WINCHESTER

Deputy Site Manager
Grade D £25,628 - £28,326
37 hours, 52 weeks
Closing date: 8:00am, Tuesday 7th May 2024

We are looking for a Deputy Site Manager to join our School Site Team. You will support the Site Manager with the effective running and management of the School Site, including site security, electrical testing, building maintenance, and grounds maintenance.

This is a highly rewarding role, on a stunning campus which houses several buildings including classrooms, large halls, a Community Centre with indoor heated pool, as well as multiple fields with games pitches and an astro-turf. The Deputy Site Manager will work alongside the Site Manager with responsibility for overseeing and coordinating the daily operations of two Site Supervisors and two Site Cleaners, ensuring the school site is kept clean, safe, and secure.

We provide comprehensive training for this role, as well as uniform. The Site Team are encouraged and supported in completing courses in areas of interest for them, if they wish, for example swimming pool maintenance, PAT testing, general site maintenance, plumbing and more. The successful candidate will:

- Be a proactive person, with a can-do attitude.
- Be competent at DIY and general site maintenance.
- Have the ability to lead a team, coordinating duties and prioritising tasks effectively.
- Have a keen eye for improvement, with the ability to notice and act on areas to develop the school site.

General duties include:

- Supporting the Site Manager in overseeing the effective and efficient management/delivery of the school site maintenance programme.
- Assisting with supervising the day-to-day delivery of site operations ensuring tasks are completed by order of priority, risk and safety concern.
- Promoting the maintenance, improvement, and development of the Internal and External School Site, ensuring a safe and visually pleasing School environment.
- Arranging repairs, order replacements for required equipment, as reported by Site Supervisors
- Monitoring performance of contractors raising issues with site manager, liaising with Hampshire County Council regarding specialist maintenance e.g. electrical.

View the full list of duties in the job description on [page 3](#).

If you have any questions about the role, the application process, life at Kings', or if you would like to arrange a visit, we'd love to hear from you on 01962 861 161 or recruit@kings-winchester.hants.sch.uk

How to apply

Download and complete an application [form](#) and email a copy to recruit@kings-winchester.hants.sch.uk by the stated closing date. Please note, we can only accept CV's with an accompanying application form and we are not able to support with sponsorship for this role.

The advert may close and/or interviews may be held earlier than the stated date, therefore we would encourage you to apply as soon as possible if you are interested in this role.





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Why Kings'?

Working at Kings' in Winchester, you will:

- Be part of our friendly welcoming team – you join our Kings' family who live by our motto, Una Laborantes (Working together).
- Feel valued and recognised for your contributions, whilst being actively encouraged and supported in maintaining a healthy work-life balance.
- Park onsite, at the front of school in a secure accessible car park, equipped with EV charging spaces.
- Feel the benefits of working in the beautiful Hampshire countryside, on a large campus surrounded by greenery and open spaces.
- Have access to our free staff swim sessions weekly in our indoor heated pool.
- Be able to opt into the Local Government Pension Scheme, with guaranteed benefits.
- Receive support 24/7/365 from our Employee Assistance Program including up to 6 free counselling sessions per year.
- Be entitled to 24 days annual leave + bank holidays, increasing with service.

To see what current staff say about working at Kings' and learn more about our dedication to wellbeing and staff voice, visit our [website](#).

Thank you

Thank you for taking the time to read this information and for considering a role with us, at Kings' School. Please do contact the school or visit our website to find out more about us, the role, life in Winchester and how to apply.



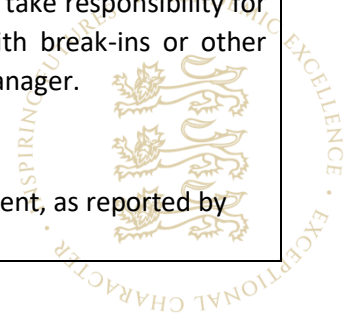


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Job Description

Role	
Purpose	To work alongside the Site Manager in maintaining and developing a safe, secure, and clean school site.
Duties	<p>Site Management</p> <ul style="list-style-type: none"> • Support the Site Manager in overseeing the effective and efficient management/delivery of the school site maintenance programme. • Deputise for the Site Manager as required. • Assist with supervising the day-to-day delivery of site operations ensuring tasks are completed by order of priority, risk and safety concern. • Ensuring Site Supervisor tasks stay on track and are completed to a high standard. • Support the Site Manager with strategic planning and delivery of project work. <p>Site Maintenance – Internal/External</p> <ul style="list-style-type: none"> • Promote the maintenance, improvement, and development of the Internal and External School Site, ensuring a safe and visually pleasing School environment. • Coordinate the improvement/development and action of defects as identified by Site Supervisors, ensuring tasks stay on track and are completed to a high standard. • Coordinate Site Supervisors and support in carrying out routine indoor and outdoor maintenance repairs ensuring a high level of safety standard. Including but not limited to, replacing light bulbs and fittings, re-securing wall hangings, fixing doors, clearing leaves, minor pruning, emptying of external waste bins and litter picking. • Coordinate Site Supervisors and support in carrying out emergency repairs of the internal and external Site. • Coordinate Site Supervisors and support in carrying out internal maintenance and redecoration as instructed by line manager including, but not limited to, re-decorating, painting, laying carpets, hanging whiteboards/posterboards, toilets securing cables. • Coordinate Site Supervisors and support in operating the school heating, lighting, water, and ventilation systems ensuring they are maintained to the correct standard. • Report to line manager the condition and maintenance of fixed safety signage. • Bad weather or emergency – coordinate supervisors and take responsibility for clearing snow or ice from paths for access, dealing with break-ins or other damage caused to school property as agreed with line manager. <p>Stock/Equipment management and Admin.</p> <ul style="list-style-type: none"> • Arrange repairs, order replacements for required equipment, as reported by Site Supervisors





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- Monitor and review paper and online records maintained by Site Supervisors.
- Move goods and school equipment within the school.

Site use

- Coordinate Site Supervisors and support in preparing rooms for exams, assemblies, lettings, parents' evenings, and meetings as instructed by line manager.
- Coordinate Site Supervisors and support in collecting and assembling waste for collection.

Contractors

- Monitor performance of contractors raising issues with site manager, liaise with Hampshire County Council regarding specialist maintenance e.g. electrical.

Site Security

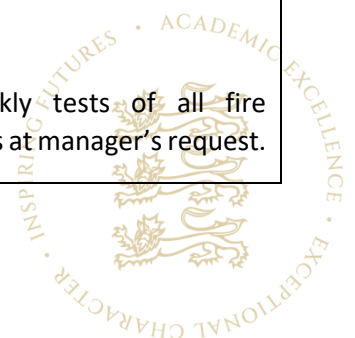
- Act as a keyholder for the school. Lock and unlock, including activate and deactivate intruder alarm system as directed by line manager.
- Ensure security/Safety of users, in consultation with the line manager, decide if the site or parts of the site are not safe and should be closed to school personnel.
- Apply security procedures to the school area and report any discrepancies to the line manager.
- Unlock/lock school premises when in session and act as principal key holder in emergencies.

Health & Safety

- Maintain an up-to-date awareness of HCC and Health & Safety policies and procedures applying them throughout the school.
- Ensure site cleanliness meets Kings' standards.
- Follow all School and Health & Safety policies and procedures. To include use of PPE where appropriate

Additional Responsibility.

- Be named responsible person for one or more of the below areas:
 - Legionnaires Testing: Conduct & record monthly water system tests for Legionella Disease, completing additional ad hoc checks at manager's request.
 - COSHH
 - PAT testing
 - Fire Alarm Testing: Conduct & record weekly tests of all fire equipment's, completing additional ad hoc checks at manager's request.





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Person Specification

A Qualification and Professional Development	
Driving License	A/I
B Knowledge and Experience	
Good understanding of the role of a Site Assistant and the important part played in assisting with the education setting.	
Clear understanding of high expectation of working in an outstanding school.	A/I/R
Experience of and ability to complete manual work.	A/I/R
Experience of and ability to complete general site "DIY" tasks.	A/I/R
A proven track record of excellent outcomes in previous roles.	A/I/R
A clear understanding of, and commitment to, safeguarding children.	A/I
Experience of leading a team, successfully prioritizing, coordinating and completing tasks.	A/I/R
C Personal Qualities	
Able to build and maintain quality relationships across and beyond the School Site through strong interpersonal and communication skills.	A/I/R
Be a consistent and positive role model and be a highly effective and respected ambassador for the school, modelling and upholding the school ethos and values	A/I/R
Have a strong sense of pride in the work completed.	A/I/R
Be proactive and demonstrate initiative to solve problems.	A/I/R
Demonstrate resilience and optimism.	A/I/R
Have a can-do attitude with a willingness to get stuck in, a strong team player.	A/I/R
D Confidential Reference	
Positive Recommendation from all references, including current employer.	R

A = application

I = interview

R = reference

