



Assistant Hub Site Manager – Apprenticeship

Level 4 Facilities Management Apprenticeship

37.5 hours per week – up to £5.50 per hour

Based at St. Columba CE Primary School, Tewkesbury Avenue, Fareham, Hants, PO15 6LL

St. Columba CE Primary School is seeking to appoint a motivated and enthusiastic apprentice Assistant Hub Site Manager.

We consider, and our schools tell us, that the strength of our Multi Academy Trust is that all our schools are an equal part of our DCAT family; schools that share ideas, stories and, when appropriate, resources to **help every child achieve their God-given potential**, which is our Trust vision. The apprentice Assistant Hub Site Manager would be based at our school but may provide some cover to other schools within the hub. She/he will work under the direction of the Hub Site Manager at St. Columba CE Primary School.

The purpose of the role is:

To manage the school site, under the direction of the Site manager, to ensure the efficient and effective management of the site and premises related functions at St Columba CE Primary School.

For further information, please see the job description.

Flexibility is essential for this role.

Working hours: 37.5 hours per week.

Working week: A split shift will operate as follows:

- Monday to Thursday 0730 – 0930 and 1300 – 1830
- Friday 0730 – 0930 and 1300 – 1800

Closing date: 11/01/2021

Shortlisting: 12/01/2021

Interview: To be advised



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Job Purpose

- To manage the school site, under the direction of the Site manager, to ensure the efficient and effective management of the site and premises related functions at St Columba CE Primary School.
- All applicants must satisfy relevant pre-employment checks, including DBS checks.

Responsibilities

- To comply with all DCAT policies and procedures (in particular: Safeguarding and Child Protection, Health & Safety and Equality & Diversity), and always abide by the Code of Conduct.
- To complete DCAT mandatory training
- Being accountable for the general maintenance and upkeep of the site and buildings, conducting building/repair works (where applicable) in liaison with relevant school and Trust staff as directed.
- Keeping appropriate logs, records and reports.
- Responsible for the security of the sites from the start to the end of the school day
- Taking a role in Health and Safety compliance
- Ensuring organisational procedures and legal requirements are adhered to in relation to discrimination legislation and equal opportunities and that all people are treated in a way that respects their abilities, background, values, customs and beliefs.
- Proactively and under direction of the Hub Site Manager, comply with Health and Safety legislation, school and Trust policies and approved health and safety working practices in relation to the use of the buildings, equipment and grounds along with own duties and responsibilities.
- Report any breaches of safety regulations/policies or other safety concerns to the Hub Site Manager or senior school staff, to enable the site to be a safe and healthy environment for pupils, staff and other users of the school.
- To open and close grounds and buildings and 'unset/reset' alarms in accordance with local procedures.
- Maximise the security of the sites at all times and minimise the opportunities for vandalism.



- To carry out repairs, maintenance, cleaning and redecoration programmes as directed by the Hub Site Manager and headteacher.
- Liaise with contractors regarding work requirements.
- Ensure that work carried out by contractors is completed to specified high standards, meets deadlines and complies with safe working practices.
- Work with the team to ensure the grounds are maintained to a high standard.
- Maintain confidentiality at all times
- To be aware of and adhere to all school policies and procedures
- To undertake regular checks and monitoring in respect of fire systems, water hygiene, asbestos, emergency lighting, firefighting equipment and fire doors and maintain all relevant logs as directed by the Hub Site Manager
- To arrange or undertake the movement of furniture and heavy equipment as required in accordance with school programmes and requirements.

Desired Skills

- Well organised and self-motivated.
- Conscientious
- Good team player and ability use initiative and work on their own to meet deadlines.
- Excellent attention to detail
- Ability to plan, organise and prioritise
- Good communication skills
- An understanding of relevant IT systems (e.g. MS Office e.g Word)
- Be able to work well under pressure
- Pro-Active
- A commitment to the aims and values of the Diocese of Chichester Academy Trust

Desired Personal Qualities

- Willingness to undertake First Aid at Work training
- Able and willing to attend/achieve further training/qualifications where appropriate.
- Good team player
- Ability use initiative and work on their own to meet deadlines.



- Punctual and good attendance
- Be able to maintain confidentiality
- Patient, tactful and approachable
- Professional Manner

Desired Qualifications

- Good overall standard of general education
- GCSE English and Mathematics or equivalent desirable

Future Prospects

Opportunity to progress to Hub Site Manager