

**Meole Brace School Science College, Shrewsbury**  
**Job Description**  
**Assistant Site Manager**

- The post is Grade 6, 20 hours per week, term time only. Working hours are Monday to Friday from 10.00 am to 2.00 pm.
- Based at Meole Brace School Science College, Longden Road, Shrewsbury.
- The appointment is permanent, full-time for 20 hours per week , term time only.
- The appointment is subject to one month's notice on either side.
- The Conditions of Service will be those specified by the NJC for Local Authorities Administrative, Professional, Technical and Clerical Staff.

Note: Meole Brace School is designated a no smoking workplace.

**DUTIES AND RESPONSIBILITIES**

- Dealing with minor repairs:
  - Receiving notification from staff of work required
  - Carrying out minor repairs, for example:
    - Unblocking drains
    - Repairing holes in walls
    - Repairing vandalism damage
    - Removing trip hazards, etc.
  - Making contact with contractors if necessary
- Dealing with significant repairs:
  - Consulting professionals as and when required
  - Application of Health & Safety regulations
  - Significant repairs include:
    - Refurbishment of classrooms
    - Building small structures
    - Carpet laying
    - Plumbing
    - Carpentry
    - Painting and decorating
    - Groundworks
    - Landscape gardening
- Arranging maintenance programme:
  - Liaising with individual classroom teachers as appropriate
  - Carrying out maintenance
- Carrying out general site management duties and responsibilities, including:
  - Unlocking & locking school premises
  - Setting out chairs & tables as required
  - Maintenance and repairs
  - Grounds maintenance
  - Maintaining site security; especially out of school hours
  - Driving and general maintenance of minibus
  - Dealing with litter
  - Portering
  - Answering emergency call-outs
  - Relief cleaning
  - Stocking toilet areas
  - plus any further duties as directed by the Headteacher or Business Manager

