

Assistant Site Manager

Applications are sought from enthusiastic, cheerful and dependable applicants for a full-time position to assist the Site Manager with the upkeep and maintenance of the two school sites, including maintenance of the school's swimming pool. The post would suit someone who has a background in site management / caretaking and experience of swimming pool maintenance would be extremely advantageous.

The Mall School in Twickenham is an independent co-educational day school from six months to 11 years. The school is a charitable trust with a board of governors and is a member of the Independent Association of Preparatory Schools. Pupils leave The Mall School at eleven to a range of leading day and state grammar schools.

The Mall School is based on two sites about a ten minute walk apart. The Nursery at The Mall at 84 Hampton Road and 185 Hampton Road for pupils in Reception and above.

The Mall is a friendly and welcoming environment, which expects the best of its pupils. Relationships between staff and children are excellent.

Further details about the School are available on our website, as is a copy of the last School Inspection Report.

The Post

The Assistant Site Manager is appointed by and accountable to the Bursar via the Site Manager for the upkeep and maintenance of the two school sites. Hours of work are 7.45am – 5.15pm Monday to Friday. Salary will be £30,000 - £32,000 depending on experience. This is an all year role (not term time only) with 5.6 weeks holiday which must be taken during school holidays.

Typical tasks will include but are not limited to:

Security

- Assisting with site security including the locking and unlocking of the school gates and buildings
- Assisting with the operation and maintenance of the school security systems
- Acting as a main key holder
- Assisting with the weekly fire alarm testing and maintenance of the test registers

General

- Working with the Site Manager to maintain the school buildings and grounds.
- General maintenance and minor repair work
- Swimming pool maintenance
- Looking after the school minibuses and be available as a back up driver for all minibus routes
- Assisting with set-ups for school events including events which may take place outside normal working hours
- Reporting of any defects of buildings, furniture, fittings and equipment to the Site Manager
- Willingness to cover holidays and absences within the team
- Willingness to learn and attend courses relevant to the role



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

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children. CV's alone will not be accepted but may be submitted in support of the completed application form.

Applications may be sent by post, marked for the attention of the HR and Compliance Manager, or by email to: compliance@themallschool.org.uk. The deadline for applications is 25 August 2024. Interviews will be conducted in the week commencing 26 August 2024

ASSISTANT SITE MANAGER PERSON SPECIFICATION

Training and Qualifications		Essential	Desirable
1.	Good basic education to GCSE level, or the equivalent, in English	✓	
2.	Clean Driving Licence (preferably D1)	✓	
3.	Pool Plant Operators Certificate (or equivalent)		✓

Experience		Essential	Desirable
1.	Experience of DIY	✓	
2.	Experience of working with children		✓

Abilities and skills		Essential	Desirable
1.	Ability to communicate effectively with school staff and outside users of the school, including parents and contractors.	✓	
2.	Ability to carry out minor repairs and redecoration at the request of the Site Manager	✓	
3.	Ability to be flexible about working hours and duties	✓	
4.	Ability to contribute to the ethos and life of the school	✓	

Knowledge and Understanding		Essential	Desirable
1.	Understand safe working practices and health and safety legislation		✓
2.	Knowledge of swimming pool maintenance and plant rooms		✓
3.	Understand fire safety regulations		✓
4.	Understanding and commitment to equality of opportunity	✓	

Personal Qualities / Attitudes		Essential	Desirable
1.	Fit and capable of heavy work	✓	
2.	Ability to work as part of a small team	✓	
3.	Ability to take direction	✓	
4.	Ability to work unsupervised	✓	
5.	Able to work in all weather conditions including rain, snow etc.	✓	
6.	Flexible, honest and responsible	✓	
7.	Sense of humour	✓	