



Be All That You Can Be

Riverside St. Paul's Cray

Main Road, St Paul's Cray,
Orpington, Kent, BR5 3HS
☎ 01689 870519

✉ admin@riverside.bromley.sch.uk

Riverside Beckenham

2 Hayne Road, Beckenham,
Kent, BR3 4HY
☎ 020 8639 0079

✉ admin@riverside.bromley.sch.uk

Riverside West Wickham

Hawes Lane, West Wickham,
Kent, BR4 9AE
☎ 020 3963 3590

✉ admin@riverside.bromley.sch.uk

Riverside Phoenix

40 Masons Hill
Bromley, Kent, BR2 9JG
☎ 020 3837 1020

✉ admin@riverside.bromley.sch.uk

April 2024

Dear Applicant,

Thank you for your interest in the post of Assistant Site Manager at Riverside School. We look forward to receiving your completed application form.

The application form requests that you submit information in support of your application (your Supporting Statement); please note that this should not exceed 2 pages of A4 in length.

Riverside School is committed to providing equality of opportunity and to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder will be required to adhere to the school's safeguarding procedures and policies and be seen to actively promote Riverside's safeguarding systems. All appointments will be subject to receiving satisfactory references; clearance of a full DBS check and satisfactory health clearance.

Please add an electronic signature to e-mail applications.

Application forms should be returned with completed rehabilitation of offenders forms via e-mail or by post to the address below. Our job applicant privacy notice sets out what personal data Riverside School holds about you, how we collect and use it during and after the recruitment process. A copy of this can be found on our website www.riversideschool.org.uk.

Application forms should be returned via e-mail to recruitment@riverside.bromley.sch.uk or to:

Naomi Walters
School Business Manager
Riverside School
Main Road
St Paul's Cray
BR5 3HS

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Yours sincerely,

Steve Solomons
Headteacher

Headteacher: Mr Steve Solomons, MEd NPQH **Email:** steve.solomons@riverside.bromley.sch.uk

Website: www.riversideschool.org.uk **f** /weareriverside1 **t** @weareriverside1



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Riverside School
Invites applications for the following post:
Assistant Site Manager

Salary Scale – BR6 £25,588 - £28,065
36 hours per week, 52 weeks per year

We are looking to appoint a successful, honest, hardworking and dedicated Assistant Site Manager who is resilient, kind, enthusiastic, calm and with an approachable manner to join the Riverside Team.

If you have the relevant experience working in schools or are looking for a change in career, providing you have a real passion for this role and enjoy working in a busy environment with a broad range of responsibilities we would encourage you to apply.

The successful applicant will assist the Facilities Manager and Site Manager (if appropriate) to ensure the effective management, organisation and supervision of all matters relating to the school's grounds, building and equipment, providing a clean and safe environment for users of the buildings and grounds at the site you are based. This role involves working across sites.

Riverside School is a forward-thinking and innovative all-age special school with a diverse population: our 350 pupils are based on four sites, St Paul's Cray, Beckenham, West Wickham and Phoenix (Bromley). Pupil, family and staff engagement is extremely important to us and we strive to involve the whole school community in making Riverside a safe, happy, and truly outstanding place for our pupils to learn. Our talented, multi-disciplinary staff team have the highest expectations of our pupils and we aim to provide the kind of specialist education which families want for their children.

At Riverside School we are committed to supporting your growth and development as a professional. Whatever your experience, you will receive the excellent support of a varied internal and external professional development programme. You will join a very successful, collaborative and committed staff team who will challenge and support you as you progress through your career.

Our core values are at the heart of everything we do:

Aspiration Resilience Creativity Humility Integrity Trust Enthusiasm Courage Teamwork

They make up the acronym ARCHITECT to signify our passion for designing and building a school that will make an indelible mark on the world for generations to come; a school that will impact positively on everyone who enters, on people we may never meet, and in ways we may never know.

Once you get a sense of The Riverside Way, we are confident you will want to become a part of it. We look forward to hearing from you. For further details visit the 'Working at Riverside' section of our website www.riversideschool.org.uk or email recruitment@riverside.bromley.sch.uk.

The safety and welfare of our pupils is paramount and these posts will be subject to satisfactory references, a full DBS check and health clearance.

This is a rolling advert, which will remain live until the position is filled. Applications will be considered on receipt and shortlisted accordingly.

LONDON BOROUGH OF BROMLEY

Assistant Site Manager

Job Description



Grade: BR6

Department: Riverside School

Reports to: Facilities Manager

Supervised by: Site Manager

Main purpose of the job

To assist the Facilities Manager and Site Manager (if appropriate) to ensure the effective management, organisation and supervision of all matters relating to the school's grounds, building and equipment, providing a clean and safe environment for users of the buildings and grounds at the site you are based.

Undertake planned and reactive site duties to support all school maintenance needs and health and safety requirements as requested by the Facilities Manager or Site Manager. Ensure School policies, processes and procedures are followed at all times, with particular attention to health and safety requirements. Ensure high quality service delivery is maintained at all times, using Every system for logging, and closing of jobs. Work effectively with all internal and external stakeholders.

Staff will work across sites as needed to support with the effective maintenance and site developments works identified in the school's maintenance programme.

Key contacts

The post holder will be line led by the Facilities Manager and supervised daily by the Site Manager.

The post holder will work closely with the Headteacher, School Business Manager, Site Team, Operations Manager and office staff for day-to-day work, and with all other school staff for information exchange as and when required.

Summary of Responsibilities and Duties

Planned and Reactive Maintenance

Plan and carry out all daily, weekly, and other regular duties, as well as reactive duties. Including, but not limited to the below:

- Using tools and equipment for general maintenance work that is required, appropriate to skills and qualifications.
- Refer larger, more complex work where specialist knowledge may be needed to the Site Manager.
- Use electronic estates management system (Every) to manage jobs, including logging and closing of jobs.
- Inspect and clear drains and/or gutters when required.
- Support the Site Manager to ensure school heating systems are operational at all times.
- Support with basic vehicle checks and maintenance as required e.g., school minibus.
- Check and maintain school grounds ensuring these are safe for public use.
- Liaise with contractors carrying out work on site as directed by the Site Manager.
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Security

- Carry out security checks and procedures for the school buildings and grounds, including setting intruder alarms and ensuring boundaries are secure and that all gates and doors are locked when required and reporting any faults.
- Undertake routine and non-routine opening and closing of site.
- Respond to emergencies on site as required.
- Support with operation of CCTV equipment if required, in line with School policies and procedures with due regard to GDPR regulations.
- Respond to emergency call outs.

- Assist in ensuring the physical security of the premises, e.g. gates, fences and that all locks are in working order.

Cleaning and Waste

- Carry out reactive cleaning duties when required – e.g., cleaning up spillages or cleaning graffiti.
- Ensure consumables are replenished as required (e.g., toilet roll, soap, hand sanitisers, hand towels)
- Litter clearance across site.
- Emptying bins as required and disposing of waste appropriately and in line with legislation.
- Assist in ensuring the maintenance and cleanliness of the grounds and the maintenance of the site and premises.

Health & Safety

- Ensure you comply with Health & Safety legislation and all practices and procedures are conducted in a way that meets the relevant requirements for the wellbeing of others.
- Assist as required in the event of fire, flood, breaking and entering, accident or major damages.
- Gritting and snow clearance, when required in bad weather.
- Keep site clean, safe, and tidy at all times, including site staff work areas and offices.
- Liaise with contractors, ensuring they are following Trust and Health & Safety processes and procedures.
- Assist in monitoring, reviewing and inspecting premises by identifying areas of the premises that require attention both in the short term/long term to include cleaning and maintenance defects.
- Assist with all internal and external upkeep, informing a planned program of replacement of general furniture and equipment.
- Assist in ensuring that there are sufficient supplies of fuel, salt and other commodities and ensure plant and equipment are managed in line with energy efficiency requirements.
- Assist with the monitoring of work by contractors on site.
- Step up in the absence of the Site Manager.

Fire and Security

- Check and operate the fire alarm system and undertake duties in the event of a fire evacuation.
- Support the Site Manager the preparation and maintenance of fire risk assessments for school site.
- Assist with management of the school fire alarm system to include periodic fire drills and integral practices and procedures.

Porterage

- Receive and distribute deliveries, signing delivery notes as appropriate.
- Move resources, equipment and furniture as required by schools, including setting up for exams or other school events.
- Assist in ensuring porterage needs are met.

Other

- Assist in ensuring lettings requirements are met.
- Operate relevant equipment, e.g. fire equipment, heating plant.
- Responsible for placing orders of stocks and supplies for heating, lighting, general repairs, as required.
- Assist with security of valuable equipment and premises.
- Ensure security and safe storage of deliveries to school.

Area of specialism

- Each Assistant Site Manager is expected to have an area of responsibility whilst employed at the School. This area may be related to grounds maintenance, pool maintenance, PAT Testing, electrical competency etc.

Other responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support diversity and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Undertake any other duties commensurate with the level of the post, as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the school.

CONTACTS AND RELATIONSHIPS (customer focus, both internal and external) Provide to customers/clients the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements.

MANAGEMENT AND LEADERSHIP Fully and positively participate in the school's performance appraisal scheme in order to develop and enhance personal and service performance. Riverside School is committed to safeguarding and promoting the welfare of children and young people. There is an expectation that all staff share this commitment. The post holder will be required to adhere to the school's safeguarding procedures and policies and be seen to actively promote them in all aspects of his / her work.

Equal Opportunities Riverside School takes its duty to eliminate unlawful discrimination, harassment and victimisation seriously. All staff are expected to share this commitment and foster good relations between different groups and treat all people associated with the Riverside community with dignity and respect at all times.

Health and Safety Employees are required to work in accordance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come in to contact. In order to ensure compliance procedures should be observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals

This job description is reviewed annually and amended by negotiation in the light of the changing needs of the school.

LONDON BOROUGH OF BROMLEY

Assistant Site Manager

Job Description



Grade: BR6

Department: Riverside School

Reports to: Facilities Manager

Supervised by: Site Manager

EXPERIENCE (Essential Requirements)

- General maintenance and security work.
- Knowledge of industrial cleaning and use of appropriate equipment, chemicals and materials.
- Some experience of supervision, management and training of staff
- Ability to communicate with a wide range of people.

QUALIFICATIONS/TRAINING (Essential Requirements)

- NVQ 1 & 2 in Cleaning and Support service OR equivalent experience
- Hold a full clean driving license
- Will hold a specialism training qualification/skill or be willing to undertake additional training to obtain in line with school requirements
- Good administrative, analytical and organisational skills.
- Able to prioritise and plan own workload in the context of conflicting priorities and work on own initiative.

KNOWLEDGE/SKILLS (Essential Requirements)

- Ability to use relevant equipment, materials and chemicals.
- Participate in training/development – Some elements are compulsory, e.g., Health and Safety including use of chemicals; Manual Handling; Ladder training, NB: these will be provided if not already held.
- Some elements are desirable, e.g. emergency first aid.
- Work constructively as part of a team, understanding school roles and responsibilities and own position within these.
- Ability to reach the school within a reasonable time frame to attend emergency callouts.
- Ability to use a computer and technology or a willingness to undertake training to become competent at using technology as required for aspects of their role.