

Job Description

Job Title:	Assistant Site Manager
Responsible To:	Site Manager
Line Management of other staff:	No
Location:	Colchester
Salary:	£23,473 - £24,050 per annum

Purpose Statement:

As part of a proactive site team, support day-to-day campus operations by providing a comprehensive service covering a range of responsibilities including co-ordination of daily tasks, providing support in emergency situations, and prioritising the student experience. Provide support for ensuring teaching, learning and assessment opportunities are maximised.

Main Duties & Responsibilities:

1	To undertake safety and security procedures for the Campus, including the routine and non-routine locking and unlocking of premises and grounds
2	To support management and academic staff in maintaining appropriate standards of student behaviour across college premises and adherence to various college policies (e.g. ID policy).
3	To undertake a range of responsibilities in accordance with the incident management procedures (including evacuation and lockdown) and take immediate action in the event of emergencies such as fire, flood, snow and any other event to ensure operational continuity.
4	As a trained first aider, provide first aid assistance and support as necessary in the event of an incident.
5	To carry out porter duties such as the movement of goods and furniture, fixtures and fittings, setting out furniture for meetings, conferences and events. Potential to cover these duties on other campuses, should the need arise, through absence or busy periods.
6	To work with the Facilities Helpdesk team to carry out minor improvements, decorations, inspections and repairs which may include general maintenance and the upkeep of grounds.
7	To work with others to pursue continuous improvement of college environments within budget constraints to help provide the best possible student experience at all times.
8	To undertake other related duties including accepting and managing deliveries, issuing keys, keeping entrances clear, litter picking, emptying litter bins and recycling stations, gritting, compacting of waste and cardboard.
9	To ensure safety precautions are observed throughout the campus and to support the Facilities Helpdesk in ensuring co-ordination of contracted works.

10	Act as key holder for College sites for out-of-hours emergencies and respond to intruder or fire alarm activation when on call ensuring college procedures are followed.
11	Work in partnership with both the security team and the facilities helpdesk team to monitor risks emerging on campus and escalate as required.
12	To promote the College in all respects including welcoming visitors to site, supporting initiatives to deliver the highest possible customer service and contribute to various project and procedural improvement strategies.
13	To develop and update personal professional expertise in the relevant areas.
14	Adhere to and promote college values and the College's Safeguarding, Equity Diversity and Inclusion, and Health and Safety policies and practices.
15	To undertake any other associated duties determined by the college.

This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute

April 2024

Person Specification

Job Title:

Assistant Site Manager

Qualifications	Essential	Desirable	How is this assessed?
Minimum of Level 2 qualification in English and Mathematics GCSE 4+ or C and above / CSE Level 1 / O-Level C or above / Level 2 Adult Numeracy or Literacy or equivalent.	✓		A
First Aid Qualified or willingness to undertake.	✓		A
Manual handling training certificate.		✓	A
Experience	Essential	Desirable	How is this assessed?
Excellent customer service, oral and written communication skills.	✓		A / I
Experience of general maintenance and repairs and recent relevant experience that could include in a maintenance or security role.		✓	A
Experience of following Health and Safety Procedures.	✓		A / I
Experience of having key holder responsibilities and being out of hours contact.		✓	A
Knowledge and Skills	Essential	Desirable	How is this assessed?
Ability to remain calm when provoked or to mediate in a conflict situation.	✓		I
To possess a 'can do' attitude supporting a positive enthusiastic team approach.	✓		I
Able to use basic Microsoft office packages.	✓		A / I
Ability to lift, load, unload and carry goods and furniture.	✓		I
Ability to manage inappropriate levels of behaviour across college sites.	✓		I
Understanding and commitment to safeguarding the welfare of children and	✓		I

vulnerable adults, creating a safe learning environment.			
Personal Attributes	Essential	Desirable	How is this assessed?
Able to work flexible hours, participate in the out of hours on call rota and meet changing needs and work demands.	✓		I
Able to travel to other campus locations on an occasional basis as required.	✓		I
A strong commitment to Equity Diversity, and Inclusion.	✓		I
Ability to work flexibly to meet changing needs and work demands.	✓		I
Continuously improving and commitment to own personal and professional development.	✓		I

KEY:

A	Application
I	Interview
P	Presentation/Micro-teach
T	Test