

**JOB TITLE:** Site Manager

**GRADE/SCALE:** Grade 6

**HOURS WORKED:** 37 hours per week (Permanent – 52 weeks of the year)  
(shift system to include weekend working when required)

**CONDITIONS OF SERVICE:** NJC for APT&C Staff

### **Job Purpose**

Reporting to, and working with the Executive Business Manager, the Site Manager will be responsible for:

- The delivery of an effective and efficient site services function which provides a safe, clean, tidy and fit for purpose physical working environment for students, staff and visitors.
- The management and deployment of the site services assistants ensuring a proper programme of work is in place to achieve an appropriate working environment.
- Quality control and oversight of contractors working on site.
- Advise the Executive Business Manager on all aspects of Health and Safety (including Health and Safety compliance) within the site services function.
- Undertaking site maintenance and repair work as necessary as per site services assistants.

### **RESPONSIBILITIES**

#### **1. Maximise the potential of the School Site**

- To support the Executive Business Manager in ensuring the lettings take place in accordance with the school's letting policy and agreed contracts.
- To ensure all facilities required for any letting are opened and secured in a timely manner. Work to the Executive Business Manager and School's letting calendar.
- Ensure that school facilities and equipment are respected and maintained.
- Liaise with other staff involved in the management and running of lettings.
- Responsible for the PAT testing of general equipment (non ICT) on the school site and the upkeep of the PAT testing records, working in liaison with the ICT Manager.
- To manage compliance activity, perimeter checks, fencing, hand rails, floor surfaces etc.

- To be responsible for producing local procedures including gritting plan, open and lock procedures, bin replacement etc.
- To support in the management of the cleaning contract, checking that the contactors has and follows COSHH risk assessments, their equipment is PAT tested, and cleaning cupboards are secured and staff wear uniforms that are provided to them.

## **2. Personnel**

- The post holder will be expected to manage their own time and the time of the 2 site assistants, drawing up shift working patterns, arranging cover for colleague's absence (sickness and/or annual leave) to ensure the continuity of provision.
- Oversee the work and conduct of all contractors on school site, ensuring Health and Safety policies and procedures are adhered to at all times.
- Organise and supervise the work of the site assistants in liaison with the Executive Business Manager.

## **3. Finance**

- Work with the Executive Business Manager to ensure the school receives Best Value across the school site.
- To be responsible for managing and monitoring the repairs and maintenance budget

## **4. General Maintenance of the School Site**

- To ensure the opening and closing of school premises, including gates, door, windows, fire exits etc. for the purpose of school use, community use, lettings, out of hours functions, maintenance and emergency services. This will, on occasions, require the post-holder to undertake these duties if one of the site assistants is absent or annual leave.
- To advise the Executive Business Manager on any minor building and decorating work required and to carry out the work where possible.
- To carry out general repairs and maintenance when it occurs, e.g. door closers, furniture, locks etc.
- Be responsible for overseeing the statutory building checks and ensuring they are carried out in accordance with the recommended target timescales, as dictated in the OM manual.

### **At the direction of the Executive Business Manager:**

- To liaise with appropriate service providers for the undertaking of agreed work.

- To obtain estimates/quotes for work as and when appropriate.
- Liaise with contractors prior to and during contract period.
- Check on completed work prior to settlement of invoices to confirm acceptable quality of work.
- Undertake regular inspection of the buildings and grounds to identify damage, vandalism and normal wear and tear.
- Receive and collate reports of damage and take appropriate remedial action.
- Check repairs book, receive requests from staff, prioritise tasks and monitor progress in the completion of tasks as required.
- To ensure adequate stocks of supplies and services are provided to maintain the function of the school i.e. toilet rolls, soap, handtowels, gases, rock salt. This includes ordering new stock in a timely manner.
- To report acts of vandalism to the Executive Business Manager and arrange temporary repairs as required.
- To regularly inspect for and to remove or organise the removal of graffiti from fixtures, fittings, furniture and buildings.
- To foster good working relationships with cleaning contractors and site team in order to maintain the high standards of service provided.
- To ensure the cleaning team have access to areas of the site which are to be cleaned.
- To ensure all cleaning equipment is safely stored by the cleaning team.
- To report any problem areas to the Executive Business Manager.
- To ensure litter patrols are undertaken, targeting additional patrols as necessary.
- To ensure all litter bins are emptied daily and carry out the task as necessary.
- To monitor the implementation of the Grounds Maintenance contract and report regularly to the Executive Business Manager.
- To oversee the routine maintenance of drainage systems including unblocking gully's cleaning debris, litter and leaves etc.
- To ensure all school boundaries are regularly checked to maintain security of the site and report any defects to the Executive Business Manager prior to arranging repairs.

- To initiate and preventative measures in light of changing/prevaling conditions and weather forecasts.
- To be present on the school site by 6.00 a.m. on occasions of severe weather in order to assess the conditions. To then make direct contact with the Head Teacher and Executive Business Manager who will decide if the site is safe to be opened.
- To ensure pathways and drives are kept clear of leaves, snow, ice, moss etc. including the treatment of surfaces with rock salt in inclement weather.
- To ensure sufficient materials are available when conditions demand.
- To undertake, in conjunction with the site assistants, exterior window cleaning when required, within health and safety regulations.

## **5. Energy Supplies**

- To carry out regular checking of control system functions on the BMS.
- To regularly check, maintain the heating system, with due regard to appropriate safety requirements.
- To report all defects to the Executive Business Manager and to ensure that all defects are rectified.
- To ensure the heating is controlled in order that the building is maintained at optimum temperature in a cost-effective manner.
- To read, record and report all meter readings to the Executive Business Manager and inform of any concerns, thus ensuring all energy bills are accurate.

## **6. Health and Safety**

- To be an active member of the school's health and safety committee, liaising with the Executive Business Manager on agenda items.
- To ensure all employees and visitors on site are adhering to H&S procedures.
- To make regular weekly safety inspections of the school site and report findings to the Executive Business Manager in the agreed format.
- To carry out the regular routine checking of the fire alarm systems.
- To ensure the firefighting equipment is regularly checked and serviced.
- To ensure emergency exits are not obstructed at any time.
- To ensure the upkeep, maintenance and servicing of all alarm systems on a regular basis.

- In conjunction with the Executive Business Manager, oversee procedures in case of fire evacuations and practice evacuations.
- To maintain the highest levels of security at all times.
- To liaise, when necessary, with the emergency services.
- To take effective action to deal with unwanted intrusion on site.
- To liaise with the Local Authority and emergency services when required.
- To act as primary key holder in cases of alarm activation out of normal school hours.
- To ensure that the regular Legionella testing is carried out as part of the Statutory Testing package agreed by the Executive Business Manager.
- To carry out risk assessments as required and directed by the Executive Business Manager taking advice and guidance from the school's facilities and H&S consultants
- To ensure staff and student toilet facilities are regularly checked and maintained to the highest standards.
- To ensure the safe movement of furniture and equipment within the school, with due regard to Health and Safety and Lifting and Handling regulations.
- To ensure sickness and spillages are cleaned up/removed.
- To ensure that first aid boxes around the site are maintained and stocked, liaising with the first aid team as necessary.

## **7. Use of utilities within the School**

- To promote the efficient use of fuel, electricity, gas and water.
- To liaise with vehicle and rental providers in the event of a temporary minibus being required.
- To monitor the usage of the school's minibus inspecting it upon return and reporting any damage to the Executive Business Manager.
- To ensure the timely preparation of rooms, halls etc for assemblies, meeting, examinations and other functions, and that the rooms are returned to their normal operating condition thereafter.
- To report and take appropriate emergency action with all burst pipes, leaks, floods, fires and breakages as appropriate liaising with appropriate staff to ensure minimum disruption.
- To ensure all electrical and gas emergencies are dealt with promptly, making safe initially by turning off the supply.

- To report all defects which would require specialist repair to the Executive Business Manager and to arrange the repair thereafter if required as guided by the Executive Business Manager.
- To ensure all light fittings are maintained in good order, and bulbs/tubes are replaced promptly.
- To synchronise clocks within the school when necessary.
- To direct and liaise with the site team to ensure and to carry out minor repairs are carried out in-house where appropriate, or to liaise with the Executive Business Manager to agree the purchase of professional repairs.
- To recommend to the Executive Business Manager a rolling programme of repairs/maintenance and decoration.
- Subject to safety regulations, to undertake with the site assistants' redecoration of any area agreed as reasonable (i.e. classroom, stores).

#### **8. Other Duties**

- To be available as a designated Minibus Driver as and when for occasional adhoc journeys or deliveries.
- To patrol the school site during break and lunchtimes arranging a rota system for the site team to have a proactive working towards clearing litter.
- To take deliveries of post, stores, materials and other goods before and after school, when the school office is closed.
- To ensure or carry out the distribution of goods to appropriate departments once they have been delivered.
- To ensure or carry out the safe storage of goods delivered during school holidays.
- To attend and contribute to regular meetings with the Executive Business Manager.
- To attend training that is commensurate with the post and grade.