



JOB DESCRIPTION

Post Title: **SITE MANAGER**

Responsible to: **SCHOOL BUSINESS MANAGER**

Purpose of the Role:

Responsible for the security of the premises and related Health and Safety, maintenance and cleaning within the School and providing an appropriate environment for staff and students to work and learn.

Responsibilities:

1. Be responsible for ensuring the security of school buildings, site and resources.
2. Act as a designated key holder, providing out of hours and emergency access to the school site
3. Arrange for general maintenance within specialist areas such as heating, lighting and plumbing to ensure safe and effective operation
4. Be responsible for regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment
5. Ensure compliance within the school with all health and safety responsibilities for example COSHH, ladder, asbestos, legionella and
6. Maintain Asset Register liaising with other staff as appropriate
7. Keep accurate paper and electronic records of relevant safety checks
8. Supervise and manage contract cleaners and cover cleaning staff absences as necessary
9. Order premises related resources and assist in distributing orders
10. Manage the maintenance requirements of the school to support a regular and cost effective maintenance programme
11. Be responsible for contractors whilst on site and ensure work is completed to the required standard, co ordinating projects where appropriate.

12. Manage the regular checking and operation of systems such as heating, cooling, lighting and security (including CCTV and alarms)
13. In conjunction with the Business Manager, arrange quotes and manage the appointments of external contractors
14. Undertake premises related risk assessments
15. Liaise with Business Manager on all aspects of premises issues.
16. Monitoring utility usage and take action to reduce expenditure where appropriate.
17. Liaise with Business Manager in updating and maintaining the school maintenance plan
18. Complete termly H&S checklist inspections
19. Manage school lettings
20. Arrange for the opening and locking of the school during activities organized by outside groups e.g Friends of Holdbrook, CHEXS etc
21. Attend relevant training course as and when required
22. Ensure that all work is undertaken in accordance with general and specified Health & Safety requirements in accordance with School and HCC Policy

This Job description is not exclusive. This means that the Site Manager will be required to undertake any other appropriate duties as directed the Headteacher or other Senior staff in order to maintain the effective day-to-day operation of the school and to ensure the health & safety and wellbeing of all pupils, staff members and visitors at all times.

The school premises may be used during evenings and weekends for school activities and by outside hirers. The post holder will be expected by mutual agreement with the Headteacher to attend during lettings for which additional payments will be made in accordance with agreed HCC rates.

Job Description Acknowledgement Form

I have received, reviewed and fully understand the job description for Teaching Assistant/Pupil Support Worker

I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____ Signature _____

REQUIREMENT	ESSENTIAL/ DESIRABLE
1. EDUCATION/QUALIFICATIONS/KNOWLEDGE <ul style="list-style-type: none"> • Good Literacy and Numeracy skills • Good communication and IT skills • Awareness of the main requirements of health and safety legislation. • COSHH training • Ladder training • Asbestos training 	E E E D D D
2. EXPERIENCE <ul style="list-style-type: none"> • Experience of working in a school or similar environment • Experience of caretaking, premises management or cleaning management. • Knowledge of efficient cleaning methods and materials • Evidence of completing DIY/Handyman tasks 	D D D D
3. APTITUDES AND SKILLS <ul style="list-style-type: none"> • Cleaning skills • To be able to carry out general repairs • Ability to lift and carry heavy items 	E E E
4. PERSONAL ATTRIBUTES <ul style="list-style-type: none"> • Willing to work as part of a team. • Be able to work to deadlines. • Be able to manage own work effectively • Be able to motivate and manage staff • Flexibility • Able to use own initiative • Ability to follow instructions 	E E E D E E E
5. CIRCUMSTANCES <ul style="list-style-type: none"> • Has excellent confidential references 	E
6. EQUAL OPPORTUNITIES <ul style="list-style-type: none"> • Understands and demonstrates willingness to promote positively equal opportunities outlined in School Policy 	E