

HAYDON SCHOOL  
**JOB DESCRIPTION - SITE TEAM LEADER**

**REPORTS TO:** Site Development Manager

**STAFF SUPERVISED:** Site Technicians

**JOB PURPOSE**

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To support the Site Development Manager in ensuring that the school site is safe, secure and ready for use throughout its opening times, delivering an excellent environment for teaching and learning for our students and staff and the external organisations making use of the site.

To support the Site Development Manager to manage the site, its buildings, grounds, gardens, assets, furniture, equipment, the site team and cleaners that are employed/contracted to work within the school to ensure a well maintained and secure environment.

To line manage the Site Technicians, directing and overseeing their work.

**MAIN DUTIES AND RESPONSIBILITIES**

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**Management**

- To line manage the Site Technicians, directing and overseeing their work.
- To deputise for the Site Development Manager in all areas of their role in their absence.
- To provide induction, contribute to the professional development of and undertake the performance management and appraisals of the Site Technicians.
- To ensure that the Site Technicians are deployed to best serve the needs of the school.
- To support the Site Development Manager to ensure that comprehensive guidance, records and instructions are produced and maintained for use by the Site Team.
- To oversee the use of an electronic system for site requests to be made by school staff directly to the Site Team, including a daily log of site activities.

**Security and Safeguarding**

- To be jointly responsible for the overall security of the site and for taking all reasonable steps to minimise loss or damage to the property of the school, its employees or the other users of the site. As a key holder, responding in person to emergency call outs at any time as required.
- To open up and check the school site in the mornings. To secure the school premises at the end of the day; checking the premises to ensure that all occupants have vacated the site, all windows and doors are closed and locked, all electrical equipment is switched off, activating intruder alarms and ensuring the safekeeping of keys to the premises.
- To ensure that intruder alarms are properly set, reset and tested on a regular basis and that all authorised persons are fully trained in their use.
- To monitor CCTV where appropriate, acting proactively to follow up on any issues of security, safeguarding or behaviour of students or visitors identified on the footage.
- To ensure the safeguarding of students by:
  - ensuring that the school's boundary is maintained securely
  - ensuring that any areas of the school without supervision are kept secure throughout the school day

- ensuring that all contractors are aware of and adhere to the school's safeguarding procedures at all times
- providing appropriate CCTV footage to senior staff as required to address any issues

### **Maintenance and Cleaning**

- To support the Site Development Manager to ensure the maintenance of buildings, including all the fixtures, fittings and grounds across the school site, delivering an excellent environment for teaching and learning for our students and staff.
- To support the efficient operation and use of mechanical, electrical, water and heating services to the school site, liaising with the relevant department and/or contractors as required.
- To ensure that the cleanliness and tidiness of the whole site is proactively checked and addressed by the Site Technicians multiple times each day, with litter picking and sweeping of the site being carried out to the same frequency and to a high standard, with particular attention being paid to the cleanliness of the toilets.
- To check the condition of the buildings on a regular basis and take appropriate action in the event of essential maintenance or repairs being required.
- To maintain appropriate systems to ensure that all work is prioritised and monitored and that all defects are reported and acted upon in accordance with standard operating procedures.
- To respond to routine emergencies at any time and undertake appropriate repairs, giving priorities to matters affecting health and safety and safeguarding.
- To carry out decoration and improvement work as directed.
- To undertake cleaning and maintenance duties as required including sweeping the grounds, emptying bins and recycling, removing graffiti, chewing gum, litter and weeds, cleaning windows, spills and bodily fluids, cleaning of staffroom and toilets etc.

### **Health and Safety Regulations**

- To support the Site Development Manager to ensure health and safety regulations are followed throughout the site.
- To stay up to date on all relevant health and safety policy and regulations, attending training courses as appropriate.
- To support the Site Development Manager to implement all appropriate security and health and safety checks (in accordance with local policy, HASAW, CLEAPS, COSSH, asbestos, water hygiene, PAT testing and other regulations) in all areas of the buildings, grounds and equipment.
- To ensure compliance with fire safety including being familiar with the fire evacuation procedure – and ensuring that the Site Technicians are too – and taking the necessary steps during a fire evacuation.
- To support the Site Development Manager to ensure that the Site Team are up to date on all required training such as manual handling, ladder use, etc.

### **Porterage**

- To provide a responsive, flexible porterage service for the movement of equipment and furniture around the site according to need.
- To use the school's calendar to proactively identify events that require set up and other support by the Site Team, liaising with the event organiser to determine what set up is required.

- To ensure venues are set up and cleared to brief and to a high standard in advance of assemblies, meetings, performances, events, exams, lettings and other activities.
- To ensure that classrooms are ready for lessons on time whenever they have had their layout changed for any purpose.
- To ensure that the school site is clean, clear and in a suitable condition for use by lettings at the end of the school day.
- To ensure the timely delivery of all parcels to their recipient, ensuring that appropriate procedures are followed.

### **General Responsibilities**

- To contribute to the overall ethos/work/aims of the school.
- To take the lead on one or more areas of the site team's responsibilities and become the main point of contact or expert on that area, identifying and undertaking any required CPD as a result.
- To identify, in liaison with the Site Development Manager, the areas of the site team's responsibilities that each of the Site Technicians should take the lead on and oversee their training & development in that area.
- To communicate effectively with professionalism and respect, forming excellent working relationships with students, staff, Governors, visitors and contractors.
- To understand and actively promote all school policies and procedures.
- To commit to safeguarding and promoting the welfare of children and young people.
- To be a fire marshal, undertake the necessary training and carry out fire marshal duties as required.
- To be a first aider, undertake the necessary training and carry out first aid duties as required.
- To take responsibility for your own professional development by actively seeking formal and informal learning opportunities and by actively engaging in the school CPD programme and appraisal process.
- To recognise own strengths and areas of expertise and use these to support and develop others.
- To take responsibility for your own physical and emotional health, so that you attend school regularly.
- To attend and participate in meetings as required.
- To treat all users of the school with courtesy and consideration.
- To be aware of the school's place in the local community and work closely with neighbours to ensure a positive impact on the local area.
- To present a positive personal image, complying with the dress code and contributing to a welcoming environment which supports equal opportunities for all.
- To promote and ensure the health and safety of students, staff and visitors at all times.

**Note:** All Haydon employees are expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties.

### **WORK ENVIRONMENT**

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The post holder will be based within the Site Office, but will be required to work throughout the site, including outside, in the "void" spaces under the school, boiler rooms, cleaning cupboards, the roofs, and other locations, taking appropriate safety steps.

The post will involve physical activity including cleaning, maintenance, lifting and manual handling.

This is an all year round post. The post holder is required to work 37 hours per week between 7.00am and 11pm Monday to Saturday and between 7.00am and 6pm on Sunday (shift work Monday to Sunday with 2 consecutive days for holiday), with an hour for lunch, to be taken according to the lunchtime rota. The post holder is required to work on all INSET days. The post holder should expect to take the majority of their annual leave outside of school holidays as these are particularly busy periods for maintenance, building, cleaning and decoration works.

The post holder is required to hold an enhanced DBS disclosure.

The post holder will be expected to work to deadlines as they arise and have the ability to prioritise, including responding appropriately to emergencies.

The post holder is expected to adhere to all school policies and procedures.

## **WORK CONTEXT**

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### **Communications and working relationships**

- The post holder is required to work closely with the Director of Finance and Operations, Headteacher, senior leadership team, and other staff and to deliver excellent customer service to all school staff and maintain frequent communications with them.
- The post holder will need to build excellent working relationships with all external stakeholders through excellent communication and interpersonal skills, taking and providing appropriate advice.
- The post holder will need to build effective relationships with students.
- The post holder is required to deliver strong leadership to the Site Technicians, under guidance from the Site Development Manager.

### **Innovation (decision making and creativity)**

- The post holder will work under the direction of the Site Development Manager but will need to be able to work independently and manage their own workload and that of others.
- The post holder will need to make often critical decisions on a daily basis and respond flexibly to unscheduled problems.
- The post holder will need to think creatively to ensure effective models of working and to identify new and improved ways of operating and overcoming barriers.
- The post holder will be expected to use initiative, proactively identifying issues requiring resolution rather than awaiting requests/instructions.
- The post holder will also be expected to have flexibility to adapt to changing school priorities.
- The post holder will be prepared to develop new skills and working methods in order to effectively respond to changing school needs, under the guidance of the Site Development Manager.
- The post holder may be required to be flexible with their working hours, in conjunction with the rest of the Site Team to meet the school needs, for example to support whole school events.

### **Resource management**

- Responsible for the effective deployment of Site Technicians to ensure value for money across the School.

### **Safeguarding**

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of

carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to his/her Line Manager or the School's Designated Safeguarding Lead Officer.

**DATE – JANUARY 2018**

