**St Edward’s Church of England School & Sixth Form College**

**Job Description and Person Specification**

**JOB TITLE** Site Manager

**GRADE** Scale APTC SO2, Spine Points 32-24

**HOURS** Hours between 6am and 6pm

**STAFF MANAGED** Site Assistants x 2

**REPORTS TO** Finance and Operations Manager

**Purpose of the job:**

The Site Manager, under the direction of the Finance and Operations Manager, is responsible for ensuring that all the school and grounds are maintained in a safe, clean and secure condition as required, and undertaking such tasks as may be necessary for effective site management.

1. **Ensuring the maintenance of all school buildings, grounds and utilities and ensuring that any repairs are properly and promptly carried out, including:**
* Operating an agreed programme of planned preventative maintenance
* Maintaining a premises budget in liaison with the Finance and Operations Manager
* Personally undertaking minor repairs and maintenance tasks which are within the postholder's competence and identified as such within the maintenance specification, arranging for other repairs to be carried out under the building maintenance contract, organising emergency response to vandalism damage
* In liaison with the Line Manager or designated deputy, reporting on, arranging and overseeing any alterations, redecoration, building and maintenance works and specialised repair work
* Ensuring maintenance of the heating systems, ensuring adequate fuel levels are maintained and that frost protection system is operating as required for efficient maintenance of adequate heating and hot water provision
* Checking that the premises are at the correct temperature at designated times and that adequate hot water is available, monitoring and taking appropriate action where necessary
* Maintenance of the school’s swimming pool, undertaking regular water checks, regular pool maintenance, and undertaking and keeping up to date with swimming pool maintenance training
* Replacing fluorescent tubes, starters, diffusers, lightbulbs and shades
* Maintaining a location plan of all turn valves or switches for utilities, ensuring clear access and good working order
* Ensuring drains and gullies are free flowing and clean
* Ensuring the toilets are fully stocked with paper, soap and hand towels.
* Removing snow and other obstructions from main entrances, steps, paths etc. maintaining adequate stocks of salt and sand
* Preventing unauthorised/unsafe parking on the school site
* Assist the site assistants with the sweeping up and removal of fallen leaves as well as removal of weeds.
1. **Keeping all grounds and buildings secure, including:**
* Acting as a key-holder and controlling site keys, routine and non-routine opening
* Liaising with security companies
* Reporting as appropriate any breaches of security and ensuring that any resultant damage is remedied properly and promptly
* Locking and unlocking internal and external doors as required, activating, de-activating and testing automated alarm and bell systems
* Supporting the leadership team to keep the grounds and buildings secure from aggressive visitors
1. **Undertaking various porterage, administrative and letting duties, including:**

Undertaking/arranging for the safe storing and moving of items of furniture, equipment and provisions as required.

* Receiving and directing as appropriate all deliveries for the school, assisting in the reception and vetting of visitors, dealing with or referring enquiries as appropriate
* Maintaining stocks of materials, protective clothing and equipment as required
* Keeping up-to-date records, inventories and forms as required
* Assisting in the agreed procedures relating to lettings/functions on school premises
* May be required to deliver and collect small items in the locality of the school
* Moving and distribution of furniture, equipment and stores as required.
1. **Ensuring compliance with all health and safety regulations in respect of matters affecting cleanliness, security and maintenance of all school buildings and grounds, including:**

Ensuring compliance by periodic inspection of all areas

* Responsible for record keeping including risk assessments, COSHH, Fire, Legionella, etc
* Ensuring that appropriate signs and notices have been displayed
* Ensuring that hazards are removed
* Ensuring that fire exits are accessible
* Checking fire appliances at regular intervals ensuring that they are serviced by the approved contractor, testing fire alarms weekly and keeping records of testings and evacuations
* Conducting weekly water testing and keeping records of testings i.e. for Legionnaires etc
* Monitor and arrange remedial work to address items from reports and risks assessments
* Ensuring that other staff at the school are aware of their responsibilities as appropriate
* Notifying appropriate agencies via the line manager where there is a pest or vermin problem and dealing with the problem as directed
* Undertake the annual testing of electrical equipment in the school (PAT) after appropriate training.
* Carrying out emergency cleaning duties during the school day e.g. removal of body fluids, broken glass, flood damage, etc.
* Oversee (and assist where necessary) litter picking to ensure grounds are kept in a tidy condition
* Carry out regular visual checks on all outside equipment
* Maintain a key holder register.
1. **Ensuring all school buildings and grounds are cleaned to agreed standards and specifications, including:**
* Liasing with the school’s cleaning contractors where necessary, instructing and monitoring in appropriate cleaning methods including safe use of equipment/ machinery/cleaning agents whilst ensuring cleaners are aware of and comply with associated health and safety requirements.
* Personally undertaking agreed cleaning tasks not included in the school's cleaning contract specification
* Assisting in the maintenance of a litter free environment in accordance with the Code of Practice
* Arranging for emergency cleaning and removal of graffiti.
* Arranging for the cleaning of the site windows.
1. **Child Protection**
* To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Governing Body.

**General Statements**

Required to carry out all reasonable duties and responsibilities of the post in accordance with the School’s’ policies and procedures and standing orders.

* Enactment of Health and Safety requirements and initiatives as appropriate
* All employees are required to declare any conflict of interest that may arise before or during their employment.
* Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Academy’s interest, or in any way weaken public confidence in the conduct of the School’s business.
* Undergo and meet school conditions for a satisfactory enhanced DBS check.
* Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School’s policies and procedures.
* Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.
* Treating all information acquired through your employment, both formally and informally, in strict confidence.
* To demonstrate a commitment to good customer care.
* Any other duties of an appropriate level and nature will also be required.

**To contribute as an effective and collaborative member of the School Team**

* Participating in training to be able to demonstrate competence.
* Participating in first aid training.
* Participating in the ongoing development, implementation and monitoring of the service plans.
* Contributing in meetings and being a supportive member of the school team.

**PERSONAL SPECIFICATION – Site Manager**

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| **KNOWLEDGE AND QUALIFICATIONS** | **Essential (E) or Desirable (D)** |
| Training in one or more of the following; plumbing, general and ground maintenance, electrical/building maintenance, heating systems (or sound experience of same).  | **E** |
| ONC, OND, Ordinary City & Guilds or equivalent qualifications in relevant areas, recognised time served in building trade or apprenticeship or appropriate experience | **D** |
| Knowledge of Health and Safety regulations in relation to the post | **E** |
| Knowledge of the operation of heating, ventilating systems and common causes of malfunctions | **E** |
| Knowledge of basic supervisory skills | **E** |
| Knowledge of maintenance and security systems and procedures | **E** |
| Knowledge and understanding of appropriate cleaning methods and standards | **E** |
| Good level of numeracy and literacy , ideally GCSE A-C for Maths and English | **D** |
| Knowledge of the organisation and administration, aims and objectives of the school. | **D** |
| Knowledge of energy conservation measures | **D** |
| Basic understanding of school budgeting | **D** |

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| **EXPERIENCE** |  |
| Considerable DIY experience at the level of minor maintenance. | **E** |
| Experience of overseeing other works i.e. contractors, cleaners etc.,  | **E** |
| Experience of administrative tasks and record keeping including risk assessments, COSHH, Fire, Legionella, etc.  | **E** |
| Experience of undertaking responsibility for the care and maintenance of premises. | **E** |
| Considerable relevant experience in a school environment. | **E** |
| Experience in building industry | **D** |

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| **SKILLS, APTITUDES, COMPETENCIES** |  |
| Skills in plumbing, electrical work, carpentry/joinery, painting and glazing to competent DIY standard | **E** |
| Proactive and able to prioritise tasks | **E** |
| Ability for some heavy lifting, physical fitness appropriate to tasks required | **E** |
| Ability to monitor and report on structural faults/repairs | **E** |
| Ability to use Microsoft Office applications and email | **E** |
| Ability to monitor and order stocks of materials | **E** |
| Ability to work evenings and weekends on a regular basis, ability to deal with emergencies occurring outside normal working hours following appropriate procedures | **E** |
| Organisational skills to facilitate lettings | **D** |
| Ability to manage programmes of work and ability to organise one’s own tasks with minimum supervision and to set and work to agreed targets | **E** |
| Ability to drive, having own transport | **D** |
| Ability to undertake annual testing of electrical equipment | **D** |

**SPECIAL CONDITIONS**

* Motivated to work with children & young people.
* Ability to form & monitor appropriate relationship & personal boundaries with children & young people.
* Emotional resilience in working with challenging behaviours.
* Appropriate attitudes to use of authority & maintaining discipline.
* The post holder may be required to work outside of normal school hours on occasion, with due notice.
* To undergo an enhanced DBS check – individuals on the ISA barred list should not apply.