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| **St Matthew's CE Primary School**  **Job Description** | |
| Post Title: | Site Manager at St. Matthew’s CE Primary School |
| Responsible to: | Head of School |
| Salary | Scale 6 |
| Hours | 36 hours per week (working hours to be negotiated), 52 weeks (minus holiday) |
| Key Areas of Responsibility | The Site Manager holds a key post of responsibility within the school. Reporting directly to the Head of School. The Site Manager is responsible for ensuring all the smooth operation of the site. Responsibilities include: -  **Core Tasks:**   1. Site maintenance 2. Fire and Security 3. Health and safety 4. Cleaning and welfare 5. Portering 6. Line Management |
| 1. Site maintenance:  Responsible for maintaining the site in a good state of repair and appearance, including all buildings, facilities, drives and pathways, grounds and gardens. | **Principal tasks:**   1. Undertake emergency and planned maintenance and repairs within capability; respond effectively and maintain a log of such works. 2. Be responsible for having a schedule of works, checks and maintenance needed to maintain the school. 3. Maintain all equipment, tools and plant in a safe and good condition, liaising with external suppliers and services where necessary. 4. Ensure the school grounds are maintained to a high standard including all lawns and beds; ensure grounds are litter free. Where required, liaise with external contractors to maintain cost-effective schedules. 5. Liaise with the Head of School in the preparation of maintenance and capital expenditure project / work plans. 6. Work effectively with Head of School Bursar and Office Manager in setting and maintaining the budget. 7. Liaise with contractors and be their main point of contact. 8. Responsible for heating and lighting systems throughout the premises; arrange to remedy any problems and to participate in cost saving projects. 9. Assessment for any new installations, equipment or activities in the school. 10. Be aware of the location of essential services including water isolation valves, fire points, drainage systems, gas and power supplies. Maintain a detailed plan showing the location of these. 11. Regularly inspect all drains and gullies for blockages remedying as necessary including external kitchen grease trap. 12. Regularly visually inspect outside areas for defects and potential hazards including condition of boundaries, fencing, building exteriors and trees. 13. Ensure the premises are adequately heated and lit for work and that security lights are fully working when the building is not occupied. 14. Report to the Head of School when repairs are necessary to achieve any maintenance on site. 15. Use emergency glazing material when required. 16. Replacement of fluorescent tubes, bulbs, shades, diffusers and starters as required using appropriate access equipment. 17. Undertake all site maintenance work within Health & Safety legislation. 18. Keep roof areas clear of leaves and moss, using appropriate access equipment 19. Inspect access equipment e.g. ladders, once a month. |
| 2. Fire and Security:  As the designated Fire and Security Officer, ensure that all systems are regularly maintained and tested, appropriate records kept and all related policies and procedures are reviews and updated as necessary. | **Principal tasks:**   1. Ensure the buildings are locked and unlocked at appropriate times (including daily opening and closing); setting and disarming of alarm systems. 2. Support Head of School to develop and test lock down procedures. 3. As a primary key holder be prepared to attend out of normal working hours as and when required. 4. Key-cutting control as directed by Head of School 5. Ensure internal security procedures are adhered to; reporting any issues to the Head of School. 6. Monitor traffic in the car park including adherence to school rules. Regularly assess and review traffic & parking policy to ensure optimal safety. 7. Regularly walk around all buildings to monitor maintenance standards, lighting and heating use and that windows and doors are secured. Report and act upon any issues with the appropriate staff. 8. Be vigilant of any strangers on site, challenge all visitors and report as necessary. 9. Ensure the school site is secured at the end of the day including windows, exit doors, gates and re alarm the system at the end of the normal school working day. 10. Make sure that keys and locks work and are maintained. 11. Keep an accurate record of key holders. 12. Keep an accurate record of system users for the alarm. 13. Test fire alarm call points weekly and regularly check other fire equipment e.g. extinguishers for damage or expiration; change batteries in detection equipment as required; maintain logs of all checks. Liaise with the fire and security contractors to arrange for servicing and repairs. 14. Ensure actions from the Annual Fire Risk Assessment are completed 15. Update the Fire Risk Assessment where appropriate. 16. Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations. 17. Initiate the necessary procedures quickly and accurately relating to the emergency services, e.g Police, Fire, Gas and Electricity Board. 18. Ensure effective lettings; clients to be briefed on fire safety and evacuation, the premises are cleaned as required and the site is secure. Some evening and weekend cover will be required in connection with school events and lettings. |
| 3. Health and safety:  To ensure all health and safety checks are carried out on a daily, weekly, monthly and termly basis to comply with the Health and Safety Regulations. | **Principal tasks:**   1. Carry out weekly inspection of all outdoor play equipment and make good any faults found. 2. Manage all contractors on site, ensuring that all health and safety requirements are met, monitor their performance and inspect completed work. 3. Carry out weekly inspection of whole school and rectify any easily solved H&S problems. 4. Ensure appropriate Legionella checks are carried out and recorded. Review Legionella Risk Assessment and identify actions required. 5. Be responsible for the Asbestos Management Plan and review annually or sooner if needed. Manage the risk assessment associated with asbestos and in line with legislation 6. Participate in the continuing development of robust, transparent health and safety systems and procedures. 7. Support health and safety training initiatives and deliver components where appropriate. 8. Commit to the growth and maintenance of a positive risk management culture within the school; assisting staff where necessary. |
| 4. Cleaning and welfare:  Participate in and ensure that the site is kept clean, tidy and attractive in order to minimize risks to the health and safety of those using the school site and to ensure the activities of the school can take place in an environment suited to learning. | **Principal tasks:**   1. Line management of the cleaning staff 2. Ensure high standards are maintained, operatives efficiently employed and value for money achieved. 3. Manage refuse and recycling procedures and ensure relevant staff are aware. At least half-termly clean all bins to keep hygienic and deter pests and rodents. 4. Keep all outside areas clean and tidy, e.g. litter clearance, leaf and tree debris clearance, refuse bin compounds. 5. Carry out emergency cleaning as required. 6. Monitor supplies of cleaning materials, personal hygiene products, drinking water and sundry items, working with the cleaners to ensure effective replenishment. |
| 5. Portering:  Provide a portering and furniture moving service to ensure supplies are in place and school activities can proceed as expected. | **Principal tasks:**   1. Transfer goods and materials delivered to the school to appropriate locations around the school site. Assist with assembly of goods received where necessary and report any defects. 2. Regularly set out and clear away furniture, equipment and other items when required in connection with school worship, parents’ evenings, special events, dining hall and so on. 3. Supervise and assist with the erection and dismantling of temporary structures such as gazebos as required. |
| 6.Line Management: | 1. To line manage all cleaning staff 2. To monitor the effectiveness of all cleaning staff 3. To develop a sense of team and pride in their work 4. To train all cleaning staff in their role to ensure Health and Safety requirements are met. |
| General | 1. Participate in the school’s Performance Management system. 2. Maintain a financial perspective of the resources used during the undertaking of duties and exercising appropriate levels of control to avoid waste and damage. 3. Maintain a budget area that reflect the priorities of the school. 4. Work with the Head of School in prioritising developments of the school site. 5. Keep up to date with current legislation and regulations concerning the site and its management 6. Any other duties commensurate with the general level of responsibility of the post which may be decided by the Head of School, in accordance with the changing needs of the school. |
| Training | 1. Attend training courses as approved by the Head of School |
| Equal Opportunities | 1. Understand the Trust’s Equal Opportunities Policy with regards to pupils, staff, parents, governors and visitors. |

This job description is intended to be a broad outline of duties and is not intended to be exhaustive. The post holder will be expected to take on other duties and responsibilities commensurate with the grade of the post as directed by the Head of School.

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| **St Matthew’s CE Primary School**  **Person Specification** | | |
|  | **Essential** | **Desirable** |
| Qualifications and experience | * Experience of working alongside people as part of a team | * Member of the British Institute of Facilities Management or equivalent |
| * Experience of premises or building related work | * An IOSH, NEBOSH certificate or NVQ Level 4 Health and Safety qualification |
| * Training and experience in one or more of the following: general maintenance; plumbing; electrical/ building maintenance; heating systems; grounds work | * Car owner with clean license |
| * Ability to maintain effective administrative systems including the use of appropriate IT programs | * Experience of managing people |
| * Experience and responsibility for Health & Safety within a workplace | * Experience of managing a budget |
| Professional knowledge and understanding, skills and attributes | * Ability to plan effectively for short and long term projects |  |
| * The ability to achieve challenging professional targets/objectives |  |
| Personal skills and attributes | * Decision making skills – the ability to investigate, solve problems and use initiative |  |
| * Be proactive in solving problems and risks |  |
| * Communication skills – both oral and written and the ability to make points clearly and understand the views of others |  |
| * Good organisational skills |  |
| * Commitment to the security and well-being of the school |  |
| * Energy, determination and perseverance |  |
| * Self-confidence, enthusiasm and commitment |  |
| * Reliability and integrity |  |
| * Ability to develop new ideas |  |
| * Flexible working attitude |  |
| Physical requirements | * Able to meet the physical requirements of the position |  |
| * Ability to work at high levels with appropriate equipment |  |
| * Ability to deal with some manual handling |  |