**Job Description**

**Title - Site Manager**

**Reports to - Headteacher**

### Summary:

### The Site manager is responsible for the overall management and maintenance of the school buildings, facilities, grounds, fabrics and furnishings of the school and assists in the safe running of the School.

**Main Duties and Responsibilities:**

* To be responsible for and manage the school facilities and site and to contribute to the overall ethos, aims and values of the school, promoting a positive image within the school and wider community.
* Responsible for site security; liaising with security patrol service; installing and maintaining security devices; establishing and enforcing precautionary policies and procedures; responding to emergencies.
* Oversight of all repairs and maintenance of all furniture, equipment and fittings.
* Ensure all buildings are maintained to a high standard and all repairs carried out promptly
* Oversee the maintenance budget and ensure that 3 quotes re obtained for all works (with the exception of emergencies)
* Ensure the testing and maintenance of fire and intruder alarm
* Advising on all Health and Safety matters, including measures in the event of emergencies
* Overseeing and monitoring services provided by sub-contractors
* Oversee ground maintenance and litter picking
* General maintenance of Company vehicles and ensuring Services, Road Tax and MOTs are maintained.
* To line manage and oversee the Caretaking and Facilities staff.
* To communicate with and update the Headteacher on a weekly basis.
* Carry out safety checks and sort out any problems which could hold up work as they arise.
* Be the first point of contact for members of sub-contractors and delivery personnel and liaison with contractors as required
* Maintain property by completing repairs; planning renovations; attending meetings with companies for works and landscaping and general site management.
* Oversee delivery of materials and deliveries.
* Liaise with architects, engineers, surveyors and planners.
* Ensure deadlines for completing works are met.
* Participate in training and professional development as required
* Use a range of office software, including email, spreadsheets and databases.
* Call out duty to cover extended school activities at evenings and weekends, as necessary

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school/service as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.

Gretton School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Due to this post having access to children, candidates will be required to undertake full safeguarding and DBS checks. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information.