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|   | Loxford School TrustJOB DESCRIPTION |  |

**Site Manager**

**Title: Site Manager**

**Accountable To: School Business Manager and ultimately the Headteacher**

**Responsible For: Premises Staff**

Purpose of Job

The Site Manager is responsible to provide flexible, efficient and effective running of the site and provision of PremisesStaff to fulfil all School and Community use of the School facilities.

* To be responsible for the day to day operational management, safety and security of the school site. The post holder is responsible for ensuring the highest possible standards of security, maintenance and upkeep of the school buildings, grounds and facilities, including fixtures, fittings and equipment to enhance the learning environment for staff, students and visitors.
* To be responsible for managing a property maintenance and repair budget, a budget for other premises costs e.g. cleaning supplies and to obtain quotations for goods and services as necessary.
* Availability of appropriate PremisesStaff at all times (including call-outs), availability and security of premises and grounds;
* Compliance of health & safety regulations and Borough procedures, high quality site cleanliness and maintenance; janitorial duties.
* Ensure the school maintenance programme outlined in the School Development Plan is managed and facilitated.
* Adhere to all Trust policies and procedures including safeguarding and Health and Safety.

Main Responsibilities, Tasks and Duties

* To assist the School Business Manager in the development of the use of the School facilities both during the normal school day and after school activities including week-ends.
* Manage the PremisesStaff planning and monitoring the work, controlling the shift system, identify and carry out any necessary training.
* Plan all shift patterns and provide cover for absent PremisesStaff who may be on annual leave or absent due to illness.
* Fire precautions, ensure provision of fire drill notices, check fire escape routes, ensure daily, weekly, termly and annual checks of fire equipment are undertaken and recorded, review Fire Risk assessment annually and update as necessary.
* Awareness of any forthcoming events and arrange security and PremisesStaff cover.
* Responsible for the day to day management of any planned building work whether it is funded by the School or external agencies or contractors.
* Report on a regular basis to the School Business Manager on the progress of planned maintenance and occasional specific developments.
* Provide general supervision of PremisesStaff, ensuring acceptable standards of work, prioritising duties within requirements and monitoring cover for all essential site duties.
* Ensure Risk Assessments are in place for all tasks and staff.
* Responsible for the security of the buildings, grounds and boundary including routine and non-routine opening of the premises and setting of alarms.
* Ensure an attractive and welcoming site, clear of graffiti, litter and fallen leaves.
* Ensure that all necessary steps and precautions are taken to prevent driving over paths, grass or other unauthorised areas, where possible preventing trespass and unauthorised parking.
* Responsible for signing job completion/customer satisfaction notes as required checking that contractors vacate the site on completion and sign in/out in line with School procedures.
* Make daily inspections of site, inside and outside, to make sure that all equipment is safe and that the removal of any dangerous materials or objects take place.
* Oversee delivery of site stores and materials and equipment, ensuring correct distribution and storage within the school.
* Responsible for the safe and correct operation of heating plant, liaising with Trend controller as necessary. Maintain temperatures and the availability of an adequate supply of hot water.
* Arrange for any deficiencies to be corrected by the appropriate authority.
* Ensure availability of adequate supplies of all materials necessary to undertake the duties of the post.
* Monitor and store securely the equipment provided to you for the purpose of your work to ensure that it is kept in good order and retain records of same.
* Undertake minor repairs and maintenance work including carpentry, plumbing, and general handyman duties eg. Minor plaster repairs, replacing loose tiles, re-laying uneven paving, changing light tubes etc.
* Carry out grounds maintenance work not included within a contract to ensure that the site has an attractive appearance inc. general clearance of shrub borders, hedgerows, grass areas, gullies adjacent to walls and paths play areas and playing courts of litter and waste.
* Undertake regular and routine clearance of drains and gullies to ensure these are kept free flowing.
* Ensure that areas, particularly toilets are kept clean throughout the day, delegating responsibility where necessary.
* Carry out procedures in the event of any emergency, ensuring that arrangements are in place for PremisesStaff to be able to respond to an emergency call out.
* To be responsible and accountable for carrying out the post with regard to the School and Borough’s equal opportunities policy, health and safety issues and a multicultural environment.
* Duties which include processing of any personal data must be undertaken with the corporate Data Protection Guidelines (Data Protection Act 1998)
* Carry out other duties appropriate to the grade and range of the post that may be required by the Headteacher, School Business Manager and Governors.
* Report to the Governors on security issues.
* Report to the Governors on accident issues.
* Lead and supervise the performance management of support staff.
* To be the overall responsible officer for the security of the premises and its contents, routine and non-routine (e.g. emergencies) opening and closing of the premises.
* To report to the School Business Manager trespass, theft or unauthorised parking of vehicles on the premises.
* To be named key-holder and first contact for police in the event of any incidents on the premises.
* In consultation with Headteacher, and in accordance with Data Protection Act, assist police seeking information.
* To be responsible for the regular checking and testing of the fire alarm warning system sounders in line with guidance contained in the Health and Safety manual/policy, recording the event and any issues arising.
* Checking and testing battery banks for emergency lights where relevant.
* Regular checking and recording the condition and safety of tools and equipment in line with the Provision and Use of Work Equipment Regulations.
* To oversee the water safety checks, ensuring that statutory responsibilities are complied with.
* To be responsible for energy management, ensuring the efficient running of the heating, electrical, gas and water systems within the school including any necessary frost precautions.
* Monitoring consumption of these services.
* To report system failures in accordance with school procedures. Ensure the satisfactory maintenance/repair of equipment and that where applicable adequate stocks of fuel are maintained.
* To carry out regular inspection of ancillary equipment (e.g. pumps in areas of flooding).
* Order consumables in accordance with schools procedure.
* To manage a repairs and maintenance budget as directed by the School Business Manager, obtaining quotations for goods and services as necessary in consultation with the School Business Manager.
* To be mindful of best value issues and discuss funding issues with the School Business Manager.
* To ensure that all cleaning equipment/materials are maintained in a clean, safe and efficient working condition and be responsible for the security of equipment and cleaning materials.
* To ensure that all hard play areas, paths and drives remain free from litter and any hazardous materials and that all drains and gullies are free flowing and clean.
* To clear pathways of snow and apply salt when required and record this action. If necessary, to take responsibility for the cleaning of a specified area in accordance with the school’s standards and methods.
* To ensure that adequate supplies of caretaking stores are maintained and records kept.
* To oversee deliveries of stores, materials and other goods delivered to the school and arrange storage/portage as necessary.
* To admit and monitor contractor’s employees on the premises, directing/overseeing and managing their work, reporting regularly to the School Business Manager and confirming when work is satisfactorily completed.
* To check the site regularly for any potential Health and Safety issues, taking corrective action where necessary, liaising with the School Business Manager where necessary and following Health and Safety guidelines.

Management of People

* Assist in the recruitment of caretaking staff with the management
* Staff training in order to ensure health and safety standards are met and maintained.
* Line Management of premises staff on site

Contacts and Relationships

* Contact with line manager/day to day contact with other employees at the school/school governors/ contact with members of the public regarding school lettings.
* Supervision of other Premises Staff within the school.
* Day to day contact with students
* Regular contact with contractors, overseeing work carried out on site

Discretion

* The postholder may have a wide range of choices within a programme of work, advice may not always be available, but work is carried out within a variety of procedures and policies. Impact on the school would be quickly identified and easily remedied e.g. security or cleanliness of premises.

Work Environment

a) Work Demands

The postholder may be asked to carry out a number of tasks and conflicting priorities; however, this does not impact on the overall programme of work.

b) Physical Demands

Physical effort necessary associated with working at heights, use of equipment, bending, moving and handling e.g. taking in stock, lifting, pushing use of buffer, moving chairs etc.

c) Working Conditions

Some lone working may be necessary.

Possible exposure to human waste or other bodily fluids.

Exposure to normal levels of dust found within a school environment.

Knowledge and Skills

* Have a clear understanding of the cleaning standards required by the school.
* The post holder must have in depth understanding of Health and Safety contained in the Guidance Booklet for Caretakers and Cleaners.
* Safe working methods to be used in accordance with COSHH assessments for hazardous substances.
* Understanding the Provision and Use of Work Equipment Regulations
* Knowledge of intruder alarms/and heating systems
* Pool and Plant Handling
* Awareness and understanding of the importance of equality of opportunity in service delivery
* Understanding of budget holder responsibilities
* Managing, motivating and supervising a team to meet deadlines and appropriate standards
* Ability to lead a team and work as part of a team
* Ability to work effectively with minimum supervision
* Numeracy skills
* Liaise and communicate confidently and effectively to give and provide information and receive and give instructions
* Ability to complete and maintain all appropriate records on school ICT betwork
* Ability to be able to identify and implement new procedures
* Delegation, support and motivational skills
* Ability to work in a school environment
* Contribute to and undertake training and be involved in the development of staff
* Willingness to promote and adapt to requirements of new technology and new initiatives
* Ability to prioritise and manage conflicting work-loads and achieve deadlines
* Maintain a professional relationship with staff and students, maintaining confidentiality and discretion at all times
* To have good written communication skills
* To motivate and supervise an effective PremisesStaff.
* To be calm under pressure to seek appropriate solutions
* To respond quickly and effectively to emergencies or disruptions
* To produce staff hand-outs and guidelines
* To monitor and refine current defined procedures and implement appropriately
* Fully ICT competent including use of Microsoft Excel, Word and Outlook with some desirable skills in Access.

Educational and Experience

* Good level of general education
* Supervisory skills
* Proven site experience, preferably though not essentially within an educational establishment

Special Requirements

* This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.
* A Criminal record Disclosure will be required prior to appointment

*ALL SCHOOL STAFF HAVE A RESPONSIBILITY TO SAFEGUARD AND PROMOTE THE WELFARE OF CHILDREN AND YOUNG PEOPLE WITHIN THE SCHOOL*

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this post will be with the consent of the postholder.

Signature ……………………………………………..(Postholder)

Signature …………………………………………….(Headteacher)

Date ………………………………………………….