

JOB DESCRIPTION

Post Title:	Site Manager
Salary:	LGSS Scale I
Employed by:	Northampton Free School Trust
Line Manager:	Business Manager
Location:	Wootton Park School
Hours of Work:	37 hours per week, Flexible to ensure cover during opening hours. The needs of the school will require a flexible approach to shift work, including some work at weekends.
Holidays:	Leave will not normally be granted during the term time and other peak times.

Direct Supervisory Responsibility for: Maintenance staff, including Site Assistant.

Indirect Supervisory Responsibility for: Contract Cleaning Staff, other contract maintenance staff.

Important Functional Relationships: Internal: Principal, Business Manager, School Senior Leadership Team, Staff, Learners, and Governors. External: Parents, Advisers, maintenance contractors, suppliers of goods and services, members of the public.

Accountable to the Business Manager for the following key duties:

Main Purpose of Job:

- To be responsible for all aspects of the School's facilities management and premises staff to ensure the cleanliness, safety and security of the School buildings and grounds at all times.
- To contribute to school decisions regarding premises management and develop.
- Knowledge of Mechanical and Electrical systems would be beneficial.

Main Duties and Responsibilities:

1. To be responsible for the overall security arrangements of the premises including ensuring that staff are aware of the procedures on security and the use of alarm systems, that there is an appropriate system of key holding management, that periodic reviews off site security are conducted and that appropriate progress is followed through. To issue and monitor the use of security cards and keys within the school.
2. Ensure the standards of cleanliness are high, and that the cleaning contract is value for money.
3. To draw up maintenance schedules and set routine programmes of work for cleaning staff, premises and grounds maintenance staff to ensure consistently high standards of hygiene, cleanliness, upkeep and safety of all school buildings and premises.
4. To be responsible for the upkeep of playing fields, gardens, all weather surfaces and to ensure the maintenance of boundaries, footpaths, roads and rights of way within the school premises.



WOOTTON PARK

'Ipsum quod faciendum est diutius'

5. To be responsible for the letting of the school premises to outside organisations and school staff, and for the development of all school facilities for out-of-school use ensuring high level of customer satisfaction.
6. To manage and operate systems of staffing cover for lettings and other community usage of the premises, to advise on the security of buildings during periods of lettings and to ensure appropriate heating arrangements are made to meet lettings demands.
7. To ensure that all statutory elements of health and safety are implied and undertaking responsibility for monitoring first aid and emergency supplies and equipment and maintaining the premises in a safe and healthy condition and to a high standard.
8. In co-operation with the Fire Service, to be responsible for the installation and maintenance of all fire fighting and fire alarm systems. To ensure the maintenance and periodic checking of fire and other safety equipment by specialist contractor. To undertake the operation and periodic checking of the fire alarm system and equipment as detailed in the Fire Safety log book. To initiate and record regular fire drills.
9. To monitor the safe storage and control of any potentially harmful materials and chemicals used within the School and ensure that such materials are appropriately marked and signposted.
10. To be responsible for all aspects of the school's risk management, including ensuring all necessary risk assessments are completed and the necessary checks are in place to meet all audit requirements.
11. To be responsible for the planned and ad hoc maintenance and upkeep of the premises and equipment including the required safety checks. To liaise with contractors as required.
12. To determine whether maintenance should be undertaken in-house or by commissioned contract services and to assist in the selection of contract services where appropriate, through consultation with the business manager and in accordance with the finance scheme of delegation.
13. To be the client side link with contracting staff, contribute to specifications, monitoring and review of all major contracts and services and to undertake appropriate administrative processes for specifying and letting minor contracts in accordance with established guidelines.
14. To liaise with client nominated officers as directed.
15. To be responsible for ensuring the safe and efficient operation of all premises-related mechanical, electrical, heating services and other plant, including ensuring the completion of all annual portable appliance testing, monitoring and recording of meter readings/returns as require. To take appropriate action to ensure and monitor proper safe levels of lighting, heating and ventilation.
16. To review heating, electricity and water usage and to advise the Head Teacher on proposals for energy saving methods.
17. To be responsible for the line management of all premises and ground maintenance staff, to include participating in their recruitment and selection, identifying their training needs and drawing up their programme of work.
18. To ensure appropriate staffing levels and deployment of staff in all premises-related departments. To review staffing establishment with the Head Teacher and undertake the recruitment and selection of additional staff in accordance with the agreed staffing strategy for the departments.

19. To be responsible for the ordering and checking of invoices, monitoring of budgets and keeping stock records of all equipment and tools within the postholders' sphere of responsibility.
20. To manage all aspects of any building projects and maintenance work undertaken on the school premises, including acting as a point of contact with regard to liaison with building contractors.
21. Where external contractors/inspectors are employed, to monitor work and certify that work has been done satisfactorily.
22. To attend meetings of the premises committee and site meetings as necessary.
23. To be responsible for devising, reviewing and updating the school's disaster recovery plan through consultation with the Principal, and to ensure such procedures are clearly communicated to all staff and members of the school management team.
24. Respond (on a list basis) to call outs by police and Alarm Company Control during closure periods including nights and weekends.
25. To be aware of and adhere to applicable school rules, regulations, legislation and procedures, national legislation (Health and Safety, COSHH, Data Protection).
26. To maintain confidentiality of information acquired in the course of undertaking duties for the school.
27. To be responsible for your own continuing self-development, undertaking training as appropriate.
28. To undertake other duties appropriate to the grading of the post as required

Safeguarding Learners

- To ensure that all learners are protected from potential harm;
- To inform the named member of staff of any issues of child protection.