

Role Profile

POST TITLE	Site Manager
Purpose:	To maintain and develop the physical resources on the site (buildings, grounds, materials and equipment) so that optimum use can be made of them for college and community purposes.
Reporting to :	Business & Operations Manager
Liaising with:	Site assistants, other building maintenance technicians, support staff, teaching staff
Working Time:	Full time - 37 hours per week – may include occasional shift working
Salary/Grade:	HCC Scale D (+12.5% alternating shift allowance)
Disclosure level:	Enhanced

Role Requirements

Accountabilities	
Cleaning	<ul style="list-style-type: none"> • Ensure site cleanliness meets standards • Oversee the day to day delivery of the cleaning of the campus by the appointed contractor, addressing minor issues as they arise, reporting others as necessary
Supervision of contractors / Management and use of site	<ul style="list-style-type: none"> • Select contractors considering the principal of value for money etc. Monitor overall performance, raising issues with contractors and overseeing specialist work. Liaise with contractors regarding specialist cleaning and maintenance requirements • Liaise with users of the site over their needs. Oversee the use of the site by hirers, lettings etc. • In conjunction with the Business & Operations Manager, encourage use of the school site within the local community. • In conjunction with the Community staff, organise and manage use of premises outside normal school hours; promote and market extraneous use of site to generate income; negotiate with hirers fees for use • Ensure site is maintained to provide a safe environment for all stakeholders
Maintenance	<ul style="list-style-type: none"> • Carry out minor repairs to buildings/equipment, assess condition of fittings • Develop and manage programme of planned and preventive

	<p>maintenance.</p> <ul style="list-style-type: none"> • Make recommendations on potential sources of energy savings. • Carry out significant repairs and requests for minor alterations to class rooms and offices • Carry out major projects and physical alterations to the built facilities as directed (such as toilet renovations, office refurbishment/change of use, etc) • Carry out grounds maintenance to the internal areas of the campus as required (including but not limited to mowing, strimming and hedge cutting)
Stock management/administration	<ul style="list-style-type: none"> • Monitor stocks of janitorial and maintenance supplies, requisition additional when required whilst operating within the allocated budget
Minibuses & Pupil Transportation	<ul style="list-style-type: none"> • Carry out monthly visual inspections of the school minibuses completing the relevant form • Deliver and collect the minibuses to/from the HCC garage for services and inspections as required • Maintain MIDAS certification to enable use of college minibus for transportation of pupils to other educational establishments and occasionally on educational visits.
Health and Safety	<ul style="list-style-type: none"> • Maintain an up to date awareness of HCC Corporate and local H + S polices and procedures and apply them throughout the site, including but not limited to Asbestos, Legionella, Fire Safety, Moving and Handling and Electrical • Become the COSHH Risk Assessor for the site • Ensure systems are in place so that all practices and emergency procedures are safe and adhere to H&S requirements. • Manage and maintain accurate records in line with HCC and legislative requirements • Ensure all contractors adhere to current H&S guidelines, including cleaners • Carry out as requested risk assessments and other site / health and safety related inspections, collaborating with the Compliance Manager • Ensure all maintenance machinery and equipment is switched off at source when not in use / at the end of the day • Ensure all maintenance machinery and equipment is fit for purpose and maintained to a safe level
Security	<ul style="list-style-type: none"> • Apply security procedures to the college area and report any discrepancies to line manager. Unlock/lock school premises when in session. Act as principal key holder in emergencies • Act as a key holder for emergencies. Attend school in response to “call outs” in emergencies; act as primary key holder in emergencies
Management of Staff	<ul style="list-style-type: none"> • Assist in recruitment, induction, training and supervision of site team

	<ul style="list-style-type: none"> • Allocate / carry out work in accordance with schedules
Corporate and statutory initiatives – equalities/health and safety/e-government/sustainability	<ul style="list-style-type: none"> • Be familiar with County Council/school health and safety requirements and ensure these are consistently being met by those using the site • Any other such duties as may reasonably be allocated by the Headteacher or School Business Manager

The key decision making areas in the role

- **Project delivery method/procedure** – decide in conjunction with line manager
- **Equipment /material procurement** – decide in conjunction with line manager
- **Recruitment/Deployment of staff** – contribute
- **Use & deployment of contractors** – decide in conjunction with line manager
- **Security/safety of users** – decide in consultation with line manager
- **Spending decisions** – decide in conjunction with line manager against agreed annual plan
- **Maintenance priorities against rolling programme** - decide in conjunction with line manager
- **Replacement equipment** – decide against agreed budget
- **Substandard contractor performance** – decide and action, where appropriate

The role dimensions

- **Size of school:** 1300+
- **School Assets** –Substantial and valuable. Includes managing access to assets where substantial changes (e.g. capital works) are occurring.
- **Dispersal of Site** – Is a significant factor as accommodation and buildings are spread over large area.
- **Other** – 4/5 major deliveries per week; regular generator of large orders

Working conditions

- Regular exposure to the elements (weather)
- Manual handling/lifting – lone working requiring strong health and safety emphasis (use of radio/mobile phones)
- Shift working covering late evenings/early mornings and week-ends
- Will be some handling of dangerous substances and exposure to difficult customers, intruders
- Regular reassessment of site priorities to ensure requirements of users are met

Context/additional information

- This role requires regular movement around the college site, bringing the postholder into regular contact with pupils with whom professional relationships must be maintained.
- The size, condition and geographical layout of the school will create different demands (e.g. high/low levels of vandalism; old/new buildings; dispersed or tightly defined site) and the context for the role will change during school holiday periods/public holidays when, wherever possible, minor works and maintenance will be prioritised.

Necessary role-related knowledge, skills and experience.

- Physically able to operate heavy duty cleaning equipment and lift heavy objects
- Able to use own initiative

- Skilled in cleaning procedures and use of commercial cleaning equipment
- Competent tradesperson with knowledge to include but not limited to, plumbing, carpentry, plastering, painting and decorating
- Takes pride in and achieves high standards in the quality of the school environment
- Very highly regarded in school and by whole school community
- Will challenge the “status quo” and always pursue what is in the best interests of the school
- Is able to produce high quality work whilst ensuring optimum use of school maintenance funds
- Can achieve consistently good results whilst never compromising health and safety standards