

FINCHLEY CATHOLIC HIGH SCHOOL

Job Description

Post Title:	Site Manager
Purpose:	Overall responsibility for the safe running and maintenance of the school premises at Woodside Lane and Southover playing fields. To ensure the security, care and availability of the school and its fixture, fittings and equipment. To maintain the physical environment of the premises to a good standard which complies with H&S regulations.
Reporting to:	School Business Manager
Liaising with:	Headteacher, Finance team, all staff, third party contractors
Working Time:	36 hours per week, 52 weeks a year, plus out of hours as required
Salary/Grade:	26-28
Qualifications and experience	Experience of managing a large staffed building on a busy site Experience of managing requirements in a fast-paced environment Experience of line management
Disclosure & Barring Service	Enhanced

MAIN DUTIES & RESPONSIBILITIES

School management	• Overall responsibility for keeping the school premises safe and secure for all stakeholders including regular health and safety checks and action any remedial works in conjunction with the Business Manager • Keyholder and responsible for the daily locking/unlocking and securing of site, depending on shift. • Check site regularly for any potential H&S issues, taking corrective action where necessary • Manage perimeter gates, bells, alarms, deliveries, recycling and waste disposal • Undertake small scale repairs, remedial works and improvements, including decorating • To carry out rubbish removal as necessary and ensure bins are kept clean and tidy • To take reasonable steps to ensure drains, downpipes, waste pipes, gutters etc are kept clear of minor blockages • In conjunction with the Business Manager prepare and implement the annual repairs and maintenance programme to be undertaken by the site team • To ensure that entrances, paths and car park are accessible and clear of obstructions including gritting where snow or ice are present • Liaise with the cleaning contractor, advising on school priorities, timings and deep clean • Organize deep clean in the kitchen, window cleaning and fire suppression service • Undertake cleaning during the school day as required • Ensure school presents at its optimum for eg secondary transfer evening and sixth form open evenings and other school events • Manage school minibuses, including fuel, keys and regular fluid checks • Ensure furniture, fixtures and fittings are in good condition • Respond to requests from staff in a timely manner • Order goods and consumables as per school requirements • Obtain quotes for small and medium scale works for discussion with the School Business Manager • Management of the school alarm systems
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	• The physical ability to lift and carry furniture, equipment and deliveries • You may be called out at unsociable hours or at weekends to check and secure the school premises subsequent to out of hours intruder/fire alarm activation following attendance by the out of hours keyholder • To carry out, out of hours lettings as required - opening, closing and general duties to ensure hirers comply with the school's terms and conditions
Grounds management	• Ensure astroturf is regularly maintained by the team • Direct and oversee the work of the gardeners as appropriate • Undertake minor gardening works • Work with the specialist contractor at the playing fields to manage the annual cycle of maintenance
School Events	• To co-ordinate the work of the site team so they are aware of all calendared school events and activities scheduled throughout the year that require setting up and taking down for example: • Assemblies • Parents evenings/information evenings/open evenings • Exams • Governors Meetings • Mass • Social events • Lets (this is not an exhaustive list)
Compliance	• Oversee the annual M&E programme of checks and any issues arising from this • Water – develop a programme of water management including weekly checks and holiday maintenance • Manage fire risks, including the maintenance programme for alarm testing, extinguishers, testing fire points and recording times for termly fire drills. Review the fire risk assessment report and discuss actions for implementation with the Business Manager • Commission PAT testing as appropriate • Manage fire and intruder alarms and testing • Keep up to date with knowledge on H&S issues
Software	• Maintain compliance information on Statlog • Use Xyntax to manage the heating operations
Management responsibility	• Line manage the site team, including the school cleaner setting clear objectives and expectations in line with the school's performance management process • Contribute fully to the weekly premises meetings • Foster a collegiate approach to working with colleagues
Training	• Keep training up to date on health and Safety, asbestos management, working at heights, COSHH, legionnaires / safe water management
Other	• Designated Keyholder
Internal Support Arrangements & External Contracts	• Specialist contractors and Building consultants • Cleaning contractor • Utility providers
Staff Managed	2 caretakers, 1 school cleaner
Budget	None
Other Specific Duties:	

- To contribute to staff training as appropriate
- Willingness to be first aid trained and maintain this qualification
- Willingness to undertake a minibuss test and to maintain this qualification
- To play a full part in the life of the school community, to support its Strategic Commitment, Purpose and Intent and to encourage staff and students to follow this example
- To promote actively the school's policies
- To continue personal, professional development
- To actively engage in the school's self-review and evaluation processes
- To actively engage in the school's Performance Management processes
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
- To attend meetings as determined in the meetings policy and as directed by the Head teacher
- To comply with the school's procedures concerning safeguarding and to ensure that training is accessed

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students.

This job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title. **(Sep 26)**

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Person Specification

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Education and Training	Essential	Desirable
Good Literacy and Numeracy skills and educated to GCSE/A Level	*	
NVQ 2 or equivalent qualification in relevant work setting		*
Possess a driving licence	*	
H&S training and appropriate qualifications	*	
Experience		
Handyperson experience in a work setting	*	
Experience in an educational setting		*
Caretaking or site keeping experience	*	
Managing a team and line management experience	*	
Professional Skills		
IT Skills	*	
Ability to carry out procedures, routines and follow instructions, reporting back issues encountered	*	
Ability to operate cleaning equipment, machinery and tools and undertake basic maintenance	*	
Have minor maintenance skills e.g. plumbing, carpentry to make safe and carry out small repairs	*	
Ability to work on own initiative	*	
Ability to respond to straightforward problems and unforeseen circumstances e.g. hazards and accidents. Understand when to escalate an issue to line manager. Ability to prioritise work	*	

Personal Qualities		
Ability to work unsupervised and independently	*	
Build and maintain good relationships with students, staff and stakeholders	*	
Ability to work effectively as a team player	*	
Ability to deal with conflict or difficult situations in a professional, constructive manner	*	
Good time management skills	*	
Willingness to be flexible and change working practices according to the school's needs	*	
Willingness to work flexibly with regards to shift patterns in order to meet the needs of the business	*	
Suitability to work with children – Enhanced DBS	*	
Willingness to support the Catholic Ethos of the school	*	