

**WOODLANE HIGH SCHOOL**  
**SITE & FACILITIES MANAGER**

JOB DESCRIPTION and PERSON SPECIFICATION

Salary Scale: 6 Sp 18

Hours: TBC

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**JOB DESCRIPTION**

Responsible to: School Business Manager and Headteacher

Line Manager: School Business Manager

**Main Purpose of the job**

To be responsible for all aspects of the site management including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes security, cleanliness, portage, monitoring contracts/contractors, routine maintenance and refurbishment, minor repairs, advising the School Business Manager/Headteacher on suggested improvements to the general school environment, to improve the productivity of site management and to carry out pre-planned maintenance programmes. To ensure caretaking duties and monitoring activities are undertaken in accordance with Health and Safety legislation.

**General Responsibilities**

- To ensure that the management and maintenance of the school buildings and environment are effectively undertaken.
- To be responsible for the Health and Safety of the site.
- To undertake repairs and DIY projects.
- To delegate tasks as appropriate to outside contractors, ensuring Health and Safety regulations are strictly adhered to.
- To monitor the performance of the cleaning contractor and liaise with the area manager to ensure a clean, tidy and well maintained school environment.
- To oversee contractors on site.
- To attend necessary training e.g. INSET/Health and Safety/Safeguarding and Child Protection/other relevant courses etc.

**Specific Responsibilities**

**Premises Management**

- To monitor and action the day to day maintenance, repair and cleaning of the school.
- In conjunction with the School Business Manager (SBM)/Headteacher to monitor the day to day maintenance and repair budget and the cleaning materials budget.
- To attend and contribute to Health and Safety walks.
- To advise on a rolling programme of redecoration/refurbishment.
- To order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes, ensuring best value for money is received.
- To assist the SBM to prepare documentation for tenders or specifications of small to medium projects.
- To develop appropriate monitoring procedures to ensure that the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies.
- To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate manual records where appropriate and also electronically.
- To instruct and supervise the gardening contractor ensuring the school grounds are maintained to a high standard.

## Security

- To be responsible for the security of the premises, liaising with London Borough Hammersmith and Fulham Security and Police and other emergency services in this respect as necessary.
- To be responsible for unlocking/locking up the school.
- To ensure that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly.
- To check, at least monthly all perimeter fences, security devices, fire appliances, CCTV systems and alarms.
- To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results recorded.
- To monitor, report and advise the SBM/Headteacher on all security matters.
- To be aware of all out of hours activities at the school and arrange for the opening, closing heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.
- To act as main key holder for the school and on call-outs.
- To ensure the intruder alarm and CCTV are kept in good order and maintained regularly.

## General Site Duties

- To set and monitor the school heating and hot water systems.
- To take energy readings on a monthly basis.
- To ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets checked daily for fresh supply of disposables etc.
- To ensure the halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards.
- To ensure the main school hall floors are kept clean and polished.
- To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met
- To manage the provision of a portering and furniture moving service as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming.
- To ensure that orders received into school are delivered to the appropriate area/person as necessary.
- To ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, air conditioning units, firefighting equipment, lightning conductors etc. and results recorded.
- To ensure light bulbs, fluorescent tubes and starter switches etc. are changed as necessary and fittings and shades are cleaned regularly.
- To monitor and report IT issues as necessary in relation to whiteboards, computers and projectors and to carry out minor repairs as necessary i.e. changing projector bulbs.
- To carry out PAT testing and keep accurate records.
- To ensure all indoor and outdoor plants are adequately watered during school closure periods.
- To undertake minor window cleaning as required and schedule contractor for larger clean.
- To collect and dispose of all waste, refuse and surplus materials.
- To clear up bodily fluids after accidents adhering to health and safety procedures.
- To perform summer cleaning of the lunch room tables and chairs.
- To carry out emergency cleaning if required.

## Health and Safety

- To ensure that all working practices for the Premises Team comply with current legislation.
- To provide safe access to the school in the event of snow, ice or flooding.
- To have knowledge of the location of all water and gas stop coops and mains electricity power breakers etc.
- All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the School's Health & Safety Policy and Procedures.

## Administration

- To maintain the school's equipment and plant inventory

- To place orders, via the school office, for items of housekeeping ensuring stock levels are maintained.
- To order repairs and maintenance items in liaison with the SBM.
- To maintain a log, manually/electronically of all inspections and checks carried out.
- To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept.
- To maintain all tools and equipment in good repair and arrange for the training on their safe use.
- To ensure mechanical equipment is inspected prior to each use.
- To ensure power tools are inspected before use and are PAT tested as required.
- To lead/assist the SBM with obtaining tenders and quotes.
- To carry out regular Health and Safety inspections and Risk Assessments on his/her own and with the SBM/Headteacher/Governors.
- To carry out other duties of a similar nature from time to time as may be required by the Senior Leadership Team.

**Please note:**

- 1. The above lists of responsibilities are not exhaustive.**
- 2. You may be required to undertake other appropriate responsibilities and training as requested by the line manager, appropriate to the salary scale.**

## Site & Facilities Manager

### PERSONAL SPECIFICATION

The personal specification shows the abilities and skills you will need to carry out the duties in the job description. Short-listing is carried out on the basis of how well you meet the requirements of the person specification. **YOU MUST COMPELTE YOUR STATEMENT OF SUSTAINABILITY BY ANSWERING THE POINTS LISTED IN THE PERSON SPECIFICATION BELOW IN NUMBER ORDER.** You should mention any experience you have had which shows how you meet these requirements.

### Qualifications and Experience

1. Hold recognised training/qualifications associated with premises management, including at least GCSE C or above in both English and Maths (or equivalent).
2. Significant experience or skills in a trade.
3. The ability to understand and apply regulations such as Health & Safety, manual handling, COSHH water hygiene Legionella etc.
4. The ability to operate and understand electrical/mechanical equipment.
5. Risk assessment experience/qualification.
6. Competent at basic building repairs and maintenance.
7. To be able to use small industrial, electrical and mechanical equipment.
8. Staff management experience.

### Ability, Skills, Knowledge

1. Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post.
2. Good communication skills.
3. Excellent numeracy and literacy skills.
4. Good IT skills.
5. Sound planning and negotiating skills.
6. Ability to gather information, analyse data and problem solve.
7. Ability to manage own time effectively and demonstrate initiative including establishing priorities.
8. Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests.
9. Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school.
10. Ability to manage people directly and indirectly.
11. Ability to adapt to changing and conflicting demands.
12. Ability to be flexible and work as part of a team or individually as required.
13. Ability to demonstrate an understanding of children and special educational needs.
14. Ability to contribute to the life of the school.
15. Ability to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection and safeguarding policy and all Health & Safety related policies.
16. Ability to comply with the Health & Safety regulations to ensure that all duties are carried out safely.