

dJOB PROFILE – SITE MANAGER

Job title:	Site Manager
Responsible to:	Finance/Facilities Manager
Responsible for:	Site Operatives
Salary / Grade:	Grade 4 Points 12 to 17 £21,589 to £23,836 per annum
Working hours / weeks:	37 hours per week year-round
Core purpose:	To work in close collaboration with the Finance/Facilities Manager to ensure a co-ordinated approach and delivery of the school's maintenance and lettings/community use requirements across the site, with the aim of providing an effective learning environment and to have oversight of health & safety in the school.

Corporate responsibilities:

- To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the Trust.
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

Key responsibilities:

General

- To Support the Ethos of the school by promoting a pride in the appearance of the building and grounds.
- To Support the Trust's Head of Estates in the formulation and consolidation of the strategic development of the schools' buildings and grounds.
- Liaise with the Headteachers, Deputy heads, Leadership Teams, Governors and staff on operational matters connected with the schools' buildings and grounds.
- Attend the Governors' Annual Tour of Inspection; create an action plan and ensure that the work is carried out
- To ensure that the buildings and grounds are well organised and maintained so that all site users benefit from a safe and secure environment.
- To liaise with local residents and relevant outside agencies, where appropriate, on matters relating to

sites and grounds.

- Make buildings and grounds related statutory returns as required.
- Manage the Maintenance budget.

Site Management responsibilities.

- To implement a proactive and reactive approach to maintenance for the buildings and grounds.
- To be responsible for the maintenance of the security of the building and grounds including the intruder alarm system, fire alarm system, video surveillance and the issuing of keys.
- To support schools to deal with insurance claims associated with theft from, or damage to, the buildings and/ or grounds.
- To provide information on security and fire evacuation procedures at induction.
- To work with the Trust and contractors on any new site development.
- To work the Trust's head of estates to organise all aspects of "In House" major construction projects including the tendering process, planning permission and building regulations approval.
- To be responsible for issuing work permits to visiting contractors and for ensuring their standard of work and behaviour is in accordance with the agreed specifications and safety as per method of statement and risk assessment.
- To promote efficient use of all utilities (Gas, electricity, water) and for the safe legal disposal of waste. Replacing consumable items, recording deliveries and maintaining information in the stock book, inventory as appropriate etc., and to ensure that adequate supplies, including fuel, are maintained to meet the needs of the school.
- To support site operatives and cleaning supervisors to ensure the cleaning of designated areas in the school. Ensuring the maintenance of high standards of cleaning including the maintenance of floor surfaces in accordance with the requirements of the Authority's cleaning/janitorial specification.
- In cases of an emergency outside the working week, eg, intruders, fire, flood, etc, be available, by negotiation, to attend for such action and authorise repairs as required.
- To carry out such porterage duties as and when required by the school, eg,
 - Deliveries across the whole site
 - Furniture and equipment transfer and removal of equipment
 - Disposal of redundant equipment and other materials
- Attend to the lighting, heating and cleaning of the premises and ensure that the required boiler temperatures are maintained.

Staff management

- To manage site operatives to include the allocation of workload, monitoring performance, holding regular meetings to ensure that all duties are carried out safely and in accordance with agreed procedures.
- To provide control of Substances Hazardous to Health (COSHH) data to produce risk assessments and method statement where necessary to cover the duties of site staff.
- To arrange cover in the event of the absence of site staff.
- To take a lead role in the development of site operatives.
- To be responsible for performance management of the site operatives.
- To attend and contribute to the team as a required.

Health and Safety

- Complete LAMP, Legionella and Fire Risk Assessments.
- Replacing consumable items, recording deliveries and maintaining information in the stock book, inventory as appropriate etc., and to ensure that adequate supplies, including fuel, are maintained to meet the needs of the school.
- Taking reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her activities in accordance with the provision of Health and Safety legislation.
- To be responsible for supporting with the Trust any relevant reports to the Health and Safety executive (HSE) where demanded by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- To complete risk assessments for operations concerning the site operatives and for evacuation and implementing of the risk assessment for fire, legionella and asbestos.
- To organise and manage testing of portable electrical appliances, liaising with existing testers.

Minibus

- To be support with managing the use and maintenance of the minibus bus, including the organisation of tax, insurance and MOT testing.

Notes:

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

This document does not form part of the contract of employment.

This post will have contact with children and as such a satisfactory disclosure from the Disclosure and Barring Service (DBS) is required as a condition of employment.

Core Values:

Respect for individuals:	We work together to create a culture based on trust, respect and dignity.
Integrity:	We are open, honest and direct in our dealings.
Collaboration:	We know that there is strength in working together, communicating, sharing ideas and best practice and finding more efficient and effective ways to deliver our objectives.
Continual improvement:	We are a learning organisation that strives always to 'make our best better'.
Accountability:	We hold ourselves accountable and take ownership.

PERSON SPECIFICATION

Role: Site Manager		E/D	A	I
Qualifications and Training				
1	Has full UK category driving licence	E	✓	
2	Is a current minibus licence holder (or willing to undertake relevant training)	D	✓	
3	Have the Institute of Occupational Health & Safety qualification	E	✓	
4	Is numerate, literate and has sound basic ICT skills	E	✓	
Experience				
5	Has experience of working in a secondary school environment	E	✓	✓
6	Experience of managing health and safety	E	✓	✓
7	Has experience of managing staff	E	✓	✓
Knowledge and understanding				
8	Working knowledge of fire safety awareness, asbestos awareness and legionella management	E	✓	✓
9	Proven and varied knowledge of maintenance, eg, plumbing, joinery, electrical, decorating, etc	E	✓	✓
10	Knowledge of and commitment to school policies including Child Protection, Health & Safety and Equal Opportunities	D	✓	✓
Skills and abilities				
11	Excellent organisational skills including ability to prioritise and meet deadlines	E	✓	✓
12	Ability to work on your own initiative	E		✓
13	Effectively manage your own and others workload	E	✓	✓
14	Has the ability to liaise with and communicate with a range of different stakeholders in different ways	E	✓	✓
15	Ability to set and maintain high standards	E		✓
Personal attributes				
16	Excellent time management	E		✓
17	Can demonstrate the ability to work well as a team member and independently	E	✓	✓
18	A flexible approach to working hours as evening work could be required	E		✓
Other				
21	A commitment to uphold and promote equality of opportunity	E		✓
22	Demonstrates an understanding of Safeguarding issues relevant to the post	E		✓

KEY: ✓

E	Essential
D	Desirable
A	Assessed by Application Form
I	Assessed by Interview

Date: August 2019