

**JOB TITLE:**  Site Manager

**GRADE:** Grade JPoint, 26-29

**HOURS PER WEEK:** 37 Hours per week - Full Time Monday to Friday

**RESPONSIBLE TO:** Headteacher

**LINE MANAGER:** Business Manager

**RESPONSIBLE FOR:** Site team (including lettings team)

Cleaning team

**JOB PURPOSE:** To lead, develop and implement all site services and health and safety procedures which support the work of the school in collaboration with the leadership team as appropriate. This will include the day-to-day management of caretakers, the oversight of outside contractors on-site, and ensuring that the site is a safe and secure environment. Work closely with the Estates Director on compliance.

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| **ACCOUNTABILITIES / MAIN RESPONSIBILITIES** | |
| Operational Management | * Line manage the caretakers and the grounds person, organise their weekly programmes and monitor their work to ensure the highest standards of in-house caretaking and maintenance. * Be a major key holder for the site * Not only take responsibility for, but also when occasionally necessary, to contribute as a co-worker to the caretaking and maintenance work, thereby ensuring that the site and its buildings are always maintained to the highest standards. * Liaise and monitor with outside agencies, contractors, NYCC and Trust central teams. * Be responsible for all aspects of good Health and Safety practice on site. * Coordinate a full programme of Risk Assessments for site operations. * Be available for the occasional emergency call out and the distant communication support for lone working staff. * Ensure the security of the site and buildings at all times and help to improve the safety of all students and staff. Monitor and develop further CCTV facilities, oversee fire regulations and alarms, maintain the burglar alarm system and the security fencing. Challenge unwelcome visitors. Ensure that breaches of security are logged. * Liaise with the Business Manager and Police over break-ins, vandalism and insurance claims. * Maintain accurate records and secure resources in connection with the school's role as an Emergency Centre.(Designated Emergency rest centre) * Engage in appropriate staff development and training relevant to the post. * To work closely with the Estate Director, Headteacher and Business Manager to prepare or have prepared plans and specifications for refurbishment extensions and new buildings. If an external project manager is not appointed, to act as project manager. * Manage all premises related budgets. * To attend to the daily maintenance of all areas of the School including the handling of minor repair requests. * To manage, supervise and direct all Maintenance staff. * To manage the intruder alarms, coded door entry system and general security of the site. * To act as the Schools' representative with architects alongside Estate Director, professional advisers and contractors. * To manage efficiently the Health, Safety and Fire regulations of the school. * Check fire alarms and emergency lighting weekly keeping appropriate records. * To promote and safeguard the health and wellbeing of students through knowledge and understanding of appropriate policies e.g. Child Protection. * Ensure services are delivered in accordance with the aims of the equality Policy Statement   Swimming Pool Management/Lettings Management   * Ensure that the usage, maintenance, health and safety procedures and cleanliness of the Swimming Pool conform to current standards. * Ensure that a system of microbiological testing is in place. * To be trained to ISRM ‘Management of Swimming Pools certificate’ level. * To coordinate and oversee the management of private lettings in school. Liaise with Business Manager over supervisory and lettings schedules during the day, weekday evenings, weekends and holidays. * Management of all-weather pitch   Waste Management   * Management of waste systems including measures to minimise waste and maximise recycling and reuse. * Ensure compliance with all relevant waste legislation and forward planning to ensure future compliance.   Grounds Management   * To oversee the general maintenance of playing fields, landscaped areas, gardens, drives and open spaces and line manage the Grounds Person. * To work with the Grounds Person to ensure that safe working routines are established, taking into account the daily requirements of the School. * To work with the Grounds Person to maintain all grounds machinery and equipment and to ensure that all is kept in compliance with Health and Safety regulations. * To liaise with the Grounds Person to help develop the amenity areas around school. * To work closely with head of Physical Education and the Grounds Person to ensure that needs for sporting fixtures are met and pitches and courts are maintained in the best possible condition   Cleaning Management   * To oversee the cleaning of the premises and to line manage the cleaning supervisor.   Security   * Ensure the safe-keeping of keys for the premises. * Ensure that the premises are as secure as possible during use and secured fully after use. * Set burglar alarms and other security equipment in accordance with the specified instructions. * Manage the Closed Circuit TV system liaising with monitoring station and ensure tapes are changed as required. * Arrange availability of key holders for emergency purposes. * Ensure that any damage to the building, windows or doors are boarded and secured, following break-ins, acts of vandalism or any other emergency. * Liaise with necessary services following break-ins, acts of vandalism or any damage to buildings.   Responsibility for Energy Management   * Management of heating systems to maintain the statutory temperature required when school is in use including maintenance of boilers, radiators, valves, pipes and all other fittings. * Manage RHI system * Replace light sources as required with low energy units. * Ensure maintenance and cleaning of the swimming pool is carried out as appropriate.   Health and Safety Coordinator   * To act as Health and Safety coordinator for the school. * Co-ordinate the health and safety of the premises in accordance with the Health and Safety at Work Act and the school’s Health and Safety Policy. * Act in an advisory capacity to department heads and individuals as required. * Assist with departmental specific risk assessments as required. * To be trained NEBOSH General Certificate level.   Educational Visits Coordinator   * To act as Educational Visits Coordinator. * Working with Group Leaders, advising them on the organisation and running of visits.   Administration and Record Keeping   * Maintain an effective ordering system in respect of fuel, materials and repairs. * Ensuring school compliance using designated electronic system * Maintain effective records of fire appliances and extinguishers in school, giving details of location and dates of inspection and testing. * Take routine meter readings on all services as required. * Maintain an effective record of visual checks made and work undertaken.   Management of Asbestos   * Carry out periodic checks on asbestos containing materials (ACM’S) as determined by individual risk assessments. * Record and report any damage following the premises asbestos management plan. * Ensure that all work involving the fabric of the building is covered by a R&D survey. * Ensure all users of the building are aware of the presence of ACM’s. |
| Communications | * To establish good working relationships and communicate effectively with all staff, students, contractors and external partners * To represent support staff at relevant meetings * To attend governors and MAT meetings as appropriate, including evenings |
| Partnership Working | * Develop networking relationships with public, private and voluntary sectors to build effective learning communities and sharing of good practice |
| Safeguarding and Health and Safety | * Understand that different confidentiality procedures may apply in different contexts * Be aware of safeguarding the welfare of children and young people that you are responsible for and come into contact with * To understand and monitor the training required with regards to First Aid, Health & Safety and ensure accurate records are maintained * Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure * To work with colleagues and others to maintain health, safety and welfare within the working environment * Ensure sufficient resources area allocated to Health & Safety * Lead on Health & Safety for the school, ensuring the wellbeing of all staff and students and compliance with statutory Health & Safety legislation * To comply with the STAR MAT/School’s policies and supporting documentation in relation to Information Governance this includes Health and Safety, Information Security and Confidentiality |
| Flexibility | Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. |
| Additional | Holidays can be taken in negotiation with the Headteacher and Business Manager. A total of up to ten days can be taken in term time (although not during the first/last weeks of the academic year) the remaining must be taken in the school holidays. |
| Date of Issue: | May 2021 |

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of STAR MAT/School organisation and may change either as your contract changes or as the organisation of the STAR MAT/School is changed.

[STAR MAT policy is to assess the performance of all new staff during the first 6 months of their contract to determine suitability for continued employment.] *Only applicable to staff joining the school after September 2019.*

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both.  The post holder may, in addition, be asked to carry out other reasonable duties within the STAR MAT, (which could involve working at other schools), as may be required for the benefit of the School and the students’ education and well-being.

**SIGNED** …………………………………………………………. **POSTHOLDER**

**NAME & DATE** ……………………………………………………………..

**SIGNED** …………………………………………………………. **LINE MANAGER**

**NAME & DATE** ……………………………………………………………..