

Job Description

Job Title	Site Manager	Grade	LBR9
School	Oaks Park High School		
Reports to	Business Manager		
Responsible for	Caretaking Team		
Purpose of job			
<p>Responsible to the Business Manager for the efficient and effective management of the site and related functions. This will involve:</p> <ul style="list-style-type: none"> ● Leading and managing the site staff and site contractors (including contract cleaners) ● Being accountable for the general maintenance and upkeep of the site and buildings, managing building repair/works and keeping appropriate logs, records and reports. ● Taking responsibility for the security of the site throughout the school day ● Taking a lead role in Health and Safety 			
Main duties and responsibilities			
<p>Organisational Effectiveness</p> <p>Leading on Site Management in a way that secures organisational effectiveness and continuous improvement by:</p> <ul style="list-style-type: none"> ● Understanding and supporting the culture, ethos, policies and aims of the school. ● Understanding and adhering to safeguarding principles and practices in the school. ● Complying with systems, policies, procedures and resource constraints. ● Ensuring that the site is managed lawfully, ethically and morally <p>Building and Site Maintenance</p> <p>Manage a range of services to ensure that the school is clean, warm, safe and a secure environment to work in by:</p> <ul style="list-style-type: none"> ● Planning and managing relevant services and contractors to ensure agreed standards are met for repairs, emergencies and general maintenance and that services are delivered on time and within budget ● Monitoring projects and contracts in a planned way ● Dealing with problems and assessing risks ● Recommending and implementing actions for improvement that meet the school's needs. <p>Health, Safety and Security</p> <p>Ensuring that the school meets the required standards for Health, Safety and Security and that robust monitoring takes place in order to secure the highest standards and seek continuous improvement by:</p> <ul style="list-style-type: none"> ● Understanding the school's responsibilities and liabilities under Health and Safety Legislation, environmental and quality standards, and keeping yourself up to date with them ● Reviewing health and safety, environmental and quality responsibilities to ensure that they are consistent with legal and school policy, requirements and expectations. ● Assessing risk and ensuring that appropriate systems and procedures are in place to report and record breaches in health and safety and environmental requirements. ● Identifying where improvements can be made to health and safety, environmental impact and quality and recommend actions for change ● Ensuring adequate security of the site and buildings at all times 			

Professional Relationships

Developing productive relationships with others when managing the site by:

- Consulting and communicating effectively with staff, students, contractors, parents and Governors
- Managing conflicts, misunderstandings and disagreements to ensure that the school's needs are met
- Seeking line manager support where necessary and appropriate

Leading and Managing people

Ensure that the Site Staff have the skills, work well in a team and perform their role to an acceptable standard by:

- Maintaining the productivity and efficiency of the site team through appropriate supervision and delegation
- Regularly reviewing the performance of the site team, recognising effective practice and dealing with under performance in line with the school's policies
- Assessing requirements for training and CPD according to staff performance and implement as appropriate

Manage resources efficiently

Develop effective strategies for energy and resource management by:

- Acting as budget holder for your areas of responsibility, such as repairs and maintenance, health and safety and furniture and fittings
- Making the most efficient use of materials, equipment and consumables in facilities management practice
- Contributing to the development of effective strategies for energy management
- Reviewing buildings and facilities to identify where improvements can be made to energy efficiency
- Minimising demands on natural resources such as water and energy
- Understanding and regular monitoring and reporting of energy consumption of the school
- Encouraging and managing recycling throughout the school

Other

- Undertake such other duties as the Business Manager and Headteacher from time to time may direct
- Attend and participate in relevant meetings, training and other learning activities and performance development as required.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. Demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.

Duties and responsibilities of the post may change over time as requirements and circumstances change. The job description does not form part of the post holder's contract of employment.

Person Specification

Job Title	Site Manager	Grade	LBR9
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<p>Education and Qualifications:</p> <ul style="list-style-type: none"> ● Good numeracy/literacy skills;/GCSE (or equivalent) Maths and English ● IOSH Health & Safety Training (desirable) ● Good ICT skills ● Recognised First Aid Qualification (desirable) 			
<p>Experience:</p> <ul style="list-style-type: none"> ● Basic training in one or more of the following: general and ground maintenance, electrical/building maintenance, heating systems (or sound experience of same) ● Experience of working in a school or similar site management role ● Experience of overseeing other works i.e. contractors, cleaners etc ● Experience of dealing with a variety of stakeholders ● Experience of managing own time, prioritising workload and leading a small team ● Experience of following purchasing and other financial procedures <p>Knowledge/Skills:</p> <ul style="list-style-type: none"> ● Working knowledge of Health and Safety relating to the post ● Knowledge of the operation of heating, ventilating systems and energy efficiency measures ● Knowledge of maintenance and security systems and procedures ● Excellent organisational skills ● Full Driving Licence ● Knowledge of minibus maintenance and training requirements <p>Personal Characteristics:</p> <ul style="list-style-type: none"> ● Excellent communication skills, both verbal and written ● Ability to plan workload and remain calm when working under pressure ● Keen to develop professionally and learn new skills ● Highly motivated, and able to analyse and problem solve ● Ability to use discretion and understand the importance of confidentiality ● Ability to recognise and maintain personal boundaries with children and young people 			
<p>Other job requirements:</p> <ul style="list-style-type: none"> ● Enhanced DBS check. 			
Signed:		Date:	