



Sandhills Primary School Job Description & Person Specification

Site Manager

Job Title	Site Manager – Sandhills Primary School
Reports To	Headteacher & School Business Manager
Salary	Grade 6 £20493 to £22627 Full Time Equivalent, Pay Award Pending. Actual salary paid is pro rata for 25 hours per week, 52 weeks per year.
Hours	During Term Time: Monday to Friday 7.30 am to 10.30 am <u>OR</u> 8-11 am AND 2.45 pm to 4.45 pm Working hours to be agreed at interview. During School Holidays hours can be arranged to work flexibly during weekdays over fewer days depending on works scheduled during holiday periods. Holidays are only permitted during school holiday closure periods

Introduction

The Site Manager is responsible for providing effective security and facilities management of the school premises and has responsibility for the maintenance of a clean and hygienic school interior. The Site Manager will work closely with the School Business Manager on a range of site maintenance and site security tasks and projects.

Duties:

Security

- Lock/unlock school buildings and areas
- Undertake regular security checks and identify security risks
- Monitor fire safety equipment
- Operate and respond to alarm systems where appropriate
- Monitor CCTV or surveillance equipment where appropriate
- Liaise with police, security and surveillance contractors if needed
- Provide emergency access to the school site

Maintenance

- To undertake appropriate repairs, e.g. redecoration and fixing
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for the school

- To organise and carry out decoration programme as agreed with the School Business Manager and Headteacher
- To organise and carry out minor improvement work, eg erecting shelves, noticeboards, bookshelves, etc as agreed with line managers
- To be responsible for the operation of a preventative planned maintenance programme for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions
- Operation and maintenance of heating plant and lighting systems
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records
- Undertake regular site inspections to include water, fire, and general Health & Safety
- Identify defects and record repair and maintenance requirements
- Oversee waste collection
- Undertake specialist cleaning duties such as graffiti removal, litter-picking
- Provide emergency access to the school site
- Co-ordinate deliveries to the school site
- Ensure pathways and other external hard surface areas are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions
- Monitor performance of contracts & record performance against specified standards
- Liaise with contractors & cleaning staff
- Provide training for staff

Resources

- To advise on matters relating to energy control and conservation
- Contribute to planning, development and organisation of systems/procedures/policies
- Be responsible for maintaining records, information and data, producing analysis and reports as required
- Create and maintain a purposeful, orderly and productive working environment
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials
- To undertake safety audits of the premises and assist with relevant risk assessments as required
- Promote and ensure the health and safety of pupils, staff and visitors at all times

Organisation & Supervisory/Managerial

- Demonstrate and assist in the safe and effective use of specialist equipment/materials
- Provide specialist advice and guidance as required
- Porter duties e.g. delivery resources, moving furniture and equipment
- Monitor and manage stock within an agreed budget, and undertaking audits as required
- Liaise with cleaning staff and ensure cleaning is in accordance with specification

Health and Safety

- Check daily the outside play equipment to assess any wear and tear or damage and ensure it is maintained within specified standards
- Be aware of and comply with policies and procedures relating to safeguarding, health and safety, security and confidentiality, reporting all concerns to an appropriate person

- Contribute to the overall ethos/work/aims of the school
- Participate in training and other learning activities as require
- Recognise own strengths and areas of expertise and use these to advise and support others
- To assist with safety audits of the premises and contribute to relevant risk assessment activities
- Assist in the supervision, training and development of staff
- Ensure compliance by self and others with all health and safety policies and procedures
- Ensure safe use by self and others of equipment and materials
- Establish constructive relationships and communication with contractors and other agencies/professionals
- To be responsible, in conjunction with the School Business Manager, for the administration and control of appropriate areas of the budget
- Attend and participate in regular meetings
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Provide periodic vehicle movement control at the front of the school at the beginning and end of the children's day
- Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager.

Safeguarding

Sandhills Primary School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

Notes:

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.

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	Essential	Desirable
Experience	<ul style="list-style-type: none"> Handyperson experience Supervisory or management qualification or equivalent relevant experience 	<ul style="list-style-type: none"> Caretaking/cleaning/site-keeping experience in a school
Qualification & Training	<ul style="list-style-type: none"> Willingness to undertake induction training 	<ul style="list-style-type: none"> NVQ 3 OR equivalent qualification Specific training in specialist area Full clean driving licence Good numeracy/literacy skills/GCSE (or equivalent Maths & English)
Knowledge & Skills	<ul style="list-style-type: none"> Practical experience of routine maintenance tasks Willingness to develop knowledge of use of ICT and other specialist equipment/resources Ability to relate well to children and adults Knowledge of Health & Safety at Work Act including COSHH and fire safety, hygiene and security Knowledge of moving and handling procedures Willingness to participate in development and training opportunities 	<ul style="list-style-type: none"> Working knowledge of relevant policies/codes of practice/legislation
Other	<ul style="list-style-type: none"> Flexibility and teamwork are essential attributes 	