



## Role job description

Employment details	
<b>Job title</b>	Site Manager
<b>Reports to</b>	Headteacher
<b>Hours of work</b>	37
<b>Salary</b>	£34,434 - £35,412

### Job Purpose and Context

The Site Manager will be responsible for all matters relating to the effective operation of the school's building, grounds and facilities. The Site Manager is responsible for making sure the premises are safe, secure and ready for use on a day to day basis by students, staff and other school users.

### General duties

- Understand and operate relevant equipment and ICT software.
- Maintain specialist equipment, undertake specialist repairs and modifications within own capabilities and arrange for other repairs and modifications to be carried out by other staff members and external parties.
- Maintain tidy and organised work spaces and storage areas.
- Ensure health and safety guidelines are adhered to at all times.
- Provide specialist advice and guidance as required.
- Establish effective working relationships with colleagues and set a good example for pupils through a high level of professionalism.
- Participate in any performance-related appraisal arrangements made by the school.
- Set the priorities for maintenance and repairs.
- Manage access to the premises and maintain security.
- Supervise the cleaning of the premises where necessary.
- Plan site use and development.

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- Champion health and safety around the school and supervise external contractors.
- Manage site staff including cleaners and external agency staff.

## Organisation

- Fulfil wider professional responsibilities by:
  - Making a positive contribution to the wider life and ethos of the school.
  - Developing effective professional relationships with colleagues and knowing how and when to draw on advice and specialist support.
  - Deploying staff effectively.
  - Taking responsibility for improving site maintenance through appropriate professional development, responding to advice and feedback from colleagues.
- Be responsible for the school premises by:
  - Attending to all matters relating to the alarm system and key holder information.
  - Opening and closing the school each day.
  - Disarming and re-arming the alarm system.
  - In partnership with all other members of staff, maintaining the security of the school site by being vigilant.
  - Responding to emergencies out of school hours.
  - Making other members of staff aware when external agency staff are on the premises.
- Manage contractors on the school premises by:
  - Arranging for minor repairs and works to be carried out by contractors in consultation with the Headteacher.
  - Acting as a liaison officer with contractors and the school or external agencies as appropriate, regarding access to the premises and whilst they are on site.
  - Monitoring the progress of the work and assisting the Headteacher in ensuring that work is carried out to the required standard, as appropriate.
  - Liaising with and ensuring that contractors work within health and safety legislation ensuring safety of all individuals using the school premises.
  - Reporting any issues and concerns to the Headteacher.
  - Verifying all contractors have the necessary certification as required to carry out their allocated work.

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- Verifying all contractors have suitable DBS clearance.

## Grounds

- Monitor work carried out on the grounds, meet with contractors and plan work.
- Ensure the grounds are welcoming, safe and clean.
- Ensure there is adequate signage to assist all users of the site.

## Management

- Line manage the cleaning staff ensuring the effective and efficient operation of the department and that each individual is effectively deployed.
- Hold regular team meetings with the cleaning staff in order to address any issues arising and to bring these to an acceptable conclusion wherever possible.
- Be responsible for the performance management and professional development of the cleaning staff.
- Be responsible for the recruitment and induction of new cleaning staff.
- Ensure that the holiday cover for the cleaning staff is adequate.
- Control and manage the allocated budget in line with financial procedures.

## Health and safety

- Carry out regular health and safety checks in line with the Health and Safety Policy.
- Ensure that all members of staff are aware of the emergency procedures, as well as their roles and responsibilities during an emergency.
- Ensure that all work carried out by cleaning staff is carried out with due regard to the Health and Safety Policy.
- In conjunction with the Headteacher, regularly carry out a risk assessment of the site and keep appropriate records.
- Ensure that all escape routes and potentially hazardous areas are kept free from obstruction.
- Ensure that inflammable materials for use around the site are safely stored and advice is given on the storage of combustible materials.
- Ensure that dangerous substances and equipment are used and stored safely, in accordance with COSHH regulations.
- Inform the Headteacher of any changes that are required to the COSHH inventory.
- Check and maintain equipment within the school.

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- Organise the removal of rubbish from the site as and when necessary.
- Organise the gritting of the premises in icy weather in line with the Health and Safety Policy.
- Ensure appropriate legionella checks are carried out and recorded.
- Keep the asbestos register up-to-date and ensure that all contractors sign the register.
- Monitor and maintain the school's Health and Safety Policy and procedures as they relate to the building, facilities, cleaning and grounds by ensuring:
  - Fire alarms are tested regularly in line with guidelines.
  - Keep accurate, up to date records of all fire safety checks.
- Ensure the designated checks on the fire equipment are carried out and annotated in the relevant files
  - There is appropriate assistance in all fire safety evacuation procedures and tests.
  - An emergency evacuation practice is carried out and appropriate records are kept.
  - Equipment used by cleaning staff is validated and in safe working condition.
  - Risk assessments and COSHH assessments are up-to-date, and staff are trained in their use.
  - Records are kept of regular checks and service calls on equipment.

### Lettings

- Ensure the school's access, hiring and lettings policies are followed.

### Minibus

- Responsible for ensuring that the minibus is well maintained, regularly serviced and procedures are in place for its use and safety.

### Additional duties

- Carry out annual audits of the school premises.
- Carry out additional tasks as reasonable expected under the direction of the Headteacher.

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## Site Manager person specification

Skills and abilities	Essential	Desirable	Assessed by
<ul style="list-style-type: none"> <li>• Ability to organise one's own work, to prioritise tasks and keep to deadlines</li> </ul>	✓		Application & interview
<ul style="list-style-type: none"> <li>• Ability to work independently and lead and supervise the work of the team</li> </ul>	✓		Application & interview
<ul style="list-style-type: none"> <li>• Ability to be flexible and respond effectively to the 'unexpected'</li> </ul>	✓		Application & interview
<ul style="list-style-type: none"> <li>• Ability to communicate and interact effectively with young adults and young people</li> </ul>	✓		Application & interview
<ul style="list-style-type: none"> <li>• The ability to apply ICT skills to the needs of the job</li> </ul>	✓		Interview
<ul style="list-style-type: none"> <li>• Displays commitment to the protection and safeguarding of children and young people</li> </ul>	✓		Application & interview
Knowledge			
<ul style="list-style-type: none"> <li>• A thorough understanding of health, safety and security issues and relevant legislation affecting schools</li> </ul>	✓		Interview
<ul style="list-style-type: none"> <li>• An understanding of the various cleaning methods and techniques</li> </ul>		✓	Application & interview
<ul style="list-style-type: none"> <li>• A thorough practically based understanding of premises maintenance issues</li> </ul>	✓		Application & interview
<ul style="list-style-type: none"> <li>• The know-how to assess and carry out minor repairs and maintenance</li> </ul>	✓		Application & interview
<ul style="list-style-type: none"> <li>• Has up-to-date knowledge of relevant legislation</li> </ul>		✓	Application & interview
<ul style="list-style-type: none"> <li>• Able to use a range of basic tools, machinery and equipment</li> </ul>	✓		Application & interview

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Qualifications and experience			
<ul style="list-style-type: none"> <li>• Willingness to successfully complete the range of training relevant to the job</li> </ul>	✓		Interview
<ul style="list-style-type: none"> <li>• Certification of relevant health &amp; safety training</li> </ul>		✓	Application
<ul style="list-style-type: none"> <li>• GCSE at level A-C in English and mathematics or equivalent</li> </ul>		✓	Application
<ul style="list-style-type: none"> <li>• Relevant certification of practical skills and knowledge</li> </ul>		✓	Application
<ul style="list-style-type: none"> <li>• Relevant experience</li> </ul>		✓	Application & interview
<ul style="list-style-type: none"> <li>• Full driving licence</li> </ul>	✓		Application

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