

Job Outline

Site Manager

Responsible to: Deputy Headteacher
Salary Grade: LGS Band 4 Midpoint – Top
Full time/Part time: Full time

Job Purpose

- To be responsible for all aspects of the facilities department and cleaning management
- Ensuring implementation and compliance with all health and safety legislation and Codes of Practice in relation to premises issues.
- To carry out a range of facilities duties including security and supervision of the site, cleaning and maintenance and portage.

Duties of the post:

Site Management and Development

- To manage the cleaning, monitoring the standard of cleanliness.
- To manage the Facilities department and allocate tasks which are not beyond the scope of the post holders, to carry out preventative maintenance and first line repairs.
- Implement a system for School staff to report defects and to prioritise the work to be undertaken.
- Plan the preventative maintenance and repair programme.
- Prepare and maintain an asset inventory.
- Monitor and manage the solar PV system (where applicable), updating readings to the supplier on a bi-annual basis, reporting financial performance to the MAT finance department.
- Produce client briefs with the Trust Estates Manager for minor projects to specify works to be undertaken by contractors and ensure works completed to expected quality.
- Operate the heating plant and associated software so that the required temperatures are maintained in the premises and an adequate supply of hot water is available.
- Ensure that all facilities and cleaning equipment is in safe working condition and repair as appropriate.
- Ensure the prompt movement of all goods and equipment to the appropriate areas.
- To manage the grounds maintenance function.

Management and Supervision

- Organise and manage the work of the Facilities Assistant's to include allocation of duties, monitoring efficiency to ensure highest possible standards are achieved and implementation of the internal PMR process annually.
- Directing, liaising and managing contractor activity on site to ensure that work meets the expectations laid out by Senior Management.

Finance

- Responsibility for agreed budgets (Premises, Waste, Utilities, Cleaning, Health & Safety)

Security

- To co-ordinate and undertake the work of the Facilities Assistant's in the following tasks:
 - Unlocking and locking windows, gates and doors around the site at the required time
 - Ensuring alarms are set each night
 - Patrolling the exterior of the School premises to ensure that fences and gates are secure and repair damage as required
- Check the functioning of fire bells and assist with fire drills
- Ensure CCTV cameras and video are functioning correctly and familiarise yourself with the installation technique.
- Respond to alarm calls outside of normal working hours.

Health and Safety

- Ensure duties are carried out in accordance with School based policies and health and safety procedures.
- To comply with individual responsibilities in accordance with the role of health and safety in the workplace.
- As Health & Safety Officer ensure the implementation and compliance with all premises related legislation and Codes of Practice.
- Monitor health and safety procedures in School to include carrying out appropriate risk assessments.
- Ensure termly fire evacuation drills take place and an annual lockdown procedure.
- Ensure individuals are aware of the 'Health & Safety Policy'.
- Undertake appropriate First Aid training.
- Attend Health & Safety Committee meetings.
- Carry out routine H&S procedures and checks. This is inclusive of water management testing, weekly fire bell testing, flushing, PAT testing, and emergency lighting. This list is not exhaustive.
- Operate as the on-site HANDSAM administrator and deliver H&S induction training to new starters.
- Any other health & safety duties as required.

Lettings, School Events and Income Generation

- To co-ordinate the work of the Facilities Assistant's to ensure that they are aware of the lettings booked and the requirements of the hirer.
- Ensure facilities are available as necessary for all after school events.
- Oversee hire of the School premises as requested and assist in ensuring requirements of the hirer are met.
- Ensure that the School is returned to normal following any out of School events or activities.
- To maximise use of School site outside normal hours.
- To liaise with finance team to ensure invoicing matches usage of site and payments are promptly made.

General

- To carry out any other reasonable tasks as may be required by the School
- To adopt a flexible attitude to the working hours to cover other site staff absences and during School closure periods.
- Take a lead in the recruitment and selection of facilities and cleaning staff.
- The Sigma Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.