

Queens Park Community School Site Manager

Salary Scale PO3

Site Manager Job Description

The Role

To have responsibility for the management and operation of premises-related functions at the school including buildings and grounds maintenance, security, cleaning, health and safety and contractors.

To ensure that the school gives a positive first impression to all users of the building and that pupils, staff, visitors and contractors can work in it effectively and safely ensuring compliance with legislation and guidance as it relates to this post.

To ensure that the buildings and grounds are maintained and run efficiently following good sustainable and value for money principles and that the building management system is optimised to minimise energy use and utility expenditure.

To manage and develop the Premises team and oversee contractors providing building, grounds and cleaning services to the school to ensure these are of the highest standards

To support the SBM implement relevant School policies, procedures and risk assessments, especially those relating to Health and Safety

Key Responsibilities

Premises Management

- Manage the Premises Team, to ensure that there is always sufficient staff on site to provide for the day-to-day requirements and respond to any premises matters arising. Manage out of hours cover, investigate and respond to emergency call-outs as needed.
- To be responsible for the maintenance of all buildings, grounds and utilities, and establish and operate an agreed programme of planned preventative maintenance, ensuring that repairs and remedial works are carried out in-house, calling on contractors if required.
- To introduce, update, implement and monitor site policies and procedures to ensure the continuing safety and protection of the site and its occupants and continue to look for new initiatives to develop facilities, protect the assets and optimize costs. Assist with implementation of any sustainability measures or schemes that may be available to the school.
- To ensure that risk assessments and management plans are up-to-date and implement any action plans to rectify any deficiencies, producing new risk assessments for any hazardous activities identified.
- Ensure that all refuse is disposed of promptly and in accordance with legislation
- Responsibility for the school minibus (service, insurance, MOT, bookings, breakdowns, MIDAS tests)

Site Security

- To act as the first keyholder, responding to emergency call-outs contacting approved suppliers as appropriate, to ensure safety and security is maintained, risk minimised and the buildings protected.
- To ensure efficient systems are in place to keep the School secure, including CCTV, access control systems, intruder alarm system, fire alarm system, making sure these are set when the School is closed. Responsible for safe custody of keys safely and signing issued keys in and out for routine and non-routine opening.
- Manage the opening and closing of the school daily at the agreed times ensuring that the school is available for evening and weekend use as required.
- To ensure that the member of staff on duty patrols the building after having locked and secured it, at least once each evening. All windows should be closed and potential intruder entry-points closely monitored.

Health and Safety

- Manage and supervise contractors while working on the school site operating a permit to work system as required.
- To chair the Health and Safety Committee, organise termly meetings, produce and circulate minutes and act upon any recommendations agreed by the Committee and ratified by the senior management team.
- To comply with the requirements of the Health and Safety at Work Regulations. To take reasonable care for the Health/Safety of him/herself, and for others affected by his/her work, and to co-operate with the employer in ensuring that Health and Safety responsibilities are carried out.
- Manage and supervise contractors while working on the school site operating a permit to work system as required.
- Maintain records of servicing, maintenance and inspection.
- To keep up-to-date with changes in relevant health and safety law, fire and building regulations, ensuring prompt compliance, implementation and monitoring of regulations.
- To make safe any hazards on site, reporting any hazards or defects which cannot be resolved to the FD.
- To maintain up-to-date fire risk assessments and health and safety risk assessments and organise termly fire evacuation drills, time the evacuation and keep appropriate records.
- To regularly inspect the fire extinguishers, lifts, refuge alarm call points and maintaining an up-to-date log. Ensure all fire exits and escape routes are kept free from obstruction at all times.
- To be responsible for weekly testing of the fire alarm and keeping an accurate and up-to-date record.
- Ensure that hazardous substances are used, stored and disposed of appropriately and that risk assessments are up to date and available.
- To ensure that all paved and tarmacked areas of the school are kept in a tidy state, during icy conditions to use rock salt on paths and playground to reduce problems with ice. To complete the relevant risk assessment during bad weather, taking necessary action to reduce hazards identified.
- To regularly check on the condition of the building and report any defects to the SBM assessing the nature and extent of any repair work required. To undertake minor repairs and maintenance tasks within the postholder's competence, arranging for other repairs to be carried out by qualified contractors, following the principles of 'best value'.
- Manage all utilities at the School, such as electricity, gas and water, in order to ensure quality of service, cost-optimisation and best practice implementation. Take monthly meter readings, keep

accurate records and submit them to the relevant supplier, reconciling readings against invoices when received.

- To be competent in operating the Building Management System (BMS) database, ensure that it is running effectively and efficiently and optimized for the conditions.
- To order goods, receive, check and store them appropriately. To draw up and maintain an inventory of tools and premises equipment. Ensure tools are properly maintained and kept safe and secure.
- To take responsibility for all school furniture, fixtures and fittings including maintaining an inventory .To carry out repairs and maintenance as needed.

Cleaning

- Line Management of the cleaning staff to ensure that all areas of the building are clean and ready for use. Ensure that all welfare areas are kept stocked and hygienically clean.
- Ensure that any spillages are mopped up and that any bodily fluids, vomit and other soiling are cleaned up as soon as practical.
- Ensure prompt removal of any internal and external graffiti.

Grounds Maintenance

- To be responsible for maintaining the grounds to a high standard including litter picking and rubbish removal, path clearance, weeding, tree and shrub pruning etc.

Other

- To meet weekly with the SBM to plan and review progress
- To ensure Premises staff receive appropriate training according to their role and responsibilities such as manual handling, working at height, PAT testing etc.
- Undertake other various responsibilities as directed by SBM or the Head Teacher
- The post holder will be expected to arrange holiday/sickness cover within the contracted hours of the team as far as possible, ensuring there are sufficient staff on site at all times.