



Site Manager Grade 8

Hours – 37 per week, term time only plus 4 weeks to be worked in school holidays. Hours of work to be confirmed with successful applicant.

Job Description

This is a wide-ranging, challenging and responsible role. The post-holder will be resilient, self-motivated, flexible, organised and a good team player.

The role will be working with, and reporting to the School Business Manager across a large school site and grounds. The role covers a mixture of manual and administrative duties together with team management. Working at other school sites will also be required.

Duties & Responsibilities

To ensure the school and its grounds are maintained as an attractive, clean and safe environment for all users in all weather conditions.

Maintaining the school records for areas such as water, fire and asbestos etc. ensuring compliance and safety.

Assist with Minibus driving for school visits etc

Contribute and support the overall ethos and aims of the school.

Health & Safety

Be aware of and have the ability to understand and apply regulations such as Safeguarding, Health & Safety, Manual Handling, COSHH etc.

To follow and implement the schools Health & Safety Policy at all times, by undertaking a variety of risk assessments, workplace inspections and checks – acting on findings.

Security

- Register as main keyholder and main point of contact out of hours.
- Setting and un-setting the alarm.
- Monitor the opening / closing, locking / unlocking of school gates and buildings – participating as required (may include out of hours). Ensure general site security.
- Undertake regular security checks and identify risks.
- Monitoring and administering CCTV systems.
- Operate and respond to alarm systems where appropriate.
- Liaise with police, security and surveillance contractors.

Electricity

- 5-year hard wire testing – ensuring completed and resolving any actions.
- Annual PAT testing and recording.

Fire

- Monitor fire safety equipment (weekly checks on alarms, call points, emergency lighting etc).
- Complete fire log book.
- Assisting with fire drills and appropriate records.
- Participate in regular H&S checks and annual audit.

Water

- Responsible for water hygiene – including temperature monitoring and recording in water log book / Smartlog.
- Taking appropriate action in response to temperature monitoring.

Maintenance

- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises are satisfactory.
- To organise and carry out minor improvement work eg: erecting shelves, decorating, notice boards etc.
- To be responsible for the operation of a preventative planned maintenance programme and 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.
- Undertake regular site inspections.
- Identify defects and record repair and maintenance requirements taking appropriate action as needed.
- Coordinate deliveries to school site.
- Ensure specialist sports equipment is maintained in accordance with specified standards and inspected regularly as appropriate.
- Read gas, electricity and water meters as required.

Admin & General

- Maintaining Smartlog system for monitoring and recording of all statutory tests and regular checks.
- Be responsible for maintaining records, information & data; producing analysis and reports as required.
- Ensuring that the boiler house is tidy, and no flammable materials are stored there.
- Maintain up to date COSHH records and safety data sheets.
- To participate in training and other learning activities and performance development as required.
- To actively engage in the school's performance appraisal system – for self and team.
- Manage workload of self and team.
- Monitor and manage premises related stock within budget.
- Porter duties, delivering mail, moving furniture and equipment.
- Assist with events and lettings as required.

Sustainability

- Be aware of conservation and model efficient use of energy and water
- Assist with the smooth running of the solar panels – together with outside agencies.
- Collect and assemble waste for collection – separating recyclable materials.

Contracts and Contractors/outside agencies

- Establish constructive relationships and communications with contractors and other agencies and professionals.
- Monitor performance of contracts and record performance against specified standards.
- Liaise with contractors.
- Ensure contractors are signed into the site appropriately – supervise and monitor actions.
- Maintain a clear calendar and schedule of when contracts are due for renewal – providing enough notice to terminate, book into site or extend if necessary.
- Contribute as required to specific site projects and building work.

Management - staff

- Provide training and development for staff including cleaning, health & safety and COSHH.
- Manage team's workloads and routines.
- Manage performance of team.

Cleaning - supervision & duties

- Undertake cleaning duties as required including general and specialist tasks, graffiti removal and litter picking.
- Ensure that areas have been cleaned to the highest possible standard. This may include:
 - Mopping and buffing hard floor surfaces
 - Buffing and maintaining flooring in school hall
 - Wiping, vacuuming, polishing & dusting of areas.
 - Hygienic cleaning of toilets and toilet areas, including replenishment of toilet rolls and other disposables
 - Cleaning of glass as required

Additional

- Minibus driving
 - Driving staff and children to and from local trips.
 - Where appropriate organise and administer the use and maintenance of school vehicle and to carry out driving duties as required.
- This role may involve working at other school sites.
- Present a positive personal image, contributing to a welcoming and safe school environment which supports equal opportunities for all.

Person Specification

	Essential	Desired
Experience	<ul style="list-style-type: none"> - Handyperson experience 	<ul style="list-style-type: none"> - Caretaking experience in a school or similar environment
Qualifications / Training	<ul style="list-style-type: none"> - Driving Licence - IT literate - Good numeracy / literacy skills / GCSE (or equivalent) Maths and English. Proven good written and verbal communication skills. 	
Knowledge / Skills	<ul style="list-style-type: none"> - Willingness to develop knowledge of specialist equipment / resources. - Ability to self-evaluate learning needs and actively seek learning opportunities. - Ability to relate well to adults and children. - Team-leading skills - Willingness to participate in training and development opportunities. - Enthusiastic and pro-active. - Interest in school facilities management and in working in a variety of areas across a large site. - Flexible approach to work and to working differing hours. 	<ul style="list-style-type: none"> - Working knowledge of relevant policies / codes of practise / legislation. - Knowledge of Health & Safety procedures and precautions. - Knowledge of COSHH regulations. - Awareness of health and hygiene procedures. - Own vehicle.

Rose Hill Primary School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism. All staff are expected to share this commitment. The successful candidate will be subject to an enhanced DBS check. The River Learning Trust is an equal opportunities employer and we welcome applications from a range of backgrounds to represent diversity in line with our schools' community.