

Site manager job description

| Employment details | |
|--------------------|-------------------|
| Job title | Site manager |
| Reports to | Executive Head |
| Hours of work | 40 hours |
| Salary | £26,913 - £31,731 |

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.
- 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 executive 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 executive 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 executive headteacher.
 - Verifying all contractors have the necessary certification as required to carry out their allocated work.
 - Verifying all contractors have suitable DBS clearance.

Management

- Line manage the caretakers and cleaning staff ensuring the effective and efficient operation of the department and that each individual is effectively deployed.
- Hold regular team meetings with the caretakers and 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 caretakers and cleaning staff.
- Be responsible for the recruitment and induction of new caretakers and cleaning staff.
- 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 executive 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 executive headteacher of any changes that are required to the COSHH inventory.
- Check and maintain equipment within the school.
- 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 schools Health and Safety Policy and procedures as they relate to the building, facilities, cleaning and grounds by ensuring:
 - Fire alarms are tested in line with guidelines.
 - 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 caretaking and 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.

Additional duties

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

Site manager person specification

| Qualifications and training | |
|---|---|
| Essential | Desirable |
| <ul style="list-style-type: none"> • Computer literate with good working knowledge of ICT including the use of Microsoft Office. • A first aid certificate. | <ul style="list-style-type: none"> • A <u>2:1</u> or above degree in their construction management or a related subject. • Full driving licence |
| Skills and experience | |
| Essential | Desirable |
| <ul style="list-style-type: none"> • At least <u>two</u> years of experience of site maintenance within a school environment or similar. • Experience of working with contractors. • Experience of managing COSHH. | <ul style="list-style-type: none"> • Experience of site management within a school environment. |
| Knowledge | |
| Essential | Desirable |
| <ul style="list-style-type: none"> • A clear understanding of the infrastructure of the school and how to maintain it. • Knowledge of effective intervention strategies to improve the quality of the premises. • Knowledge of relevant policies, codes of practice and legislation. • Experience undertaking risk assessments. | <ul style="list-style-type: none"> • An understanding of relevant legislation. • Skills in effective resource management and deployment. • Able to use a range of basic tools, machinery and equipment. • Able to work at heights. • Able to lift and carry items. |
| Personal traits | |
| The successful candidate will be | |
| <ul style="list-style-type: none"> • Punctual, with a good attendance record. • An excellent communicator, verbally and in writing. • Organised. • An excellent time manager. • Hardworking, with high expectations of themselves and their professional standards. • Committed to CPD. • Able to work both independently and as part of a team. | |

- Able to maintain successful working relationships with other colleagues.
- Able to plan and resource effective interventions to meet curricular objectives.
- Driven and energetic.

The successful candidate may also be

- Dedicated to promoting their professional development, and that of others.
- Able to plan and take control of situations.
- Committed to contributing to the wider school and its community.
- Able to effectively promote the school's ethos and vision.
- Capable of handling a demanding workload and successfully prioritising work.
- Professionally assertive and clear thinking.
- Able to work flexibly, attending morning and evening meetings, in addition to managing a demanding workload.

Additional requirements

The successful candidate will have

- An enhanced DBS certificate and barred list check.
- Evidence for their previous work experience.
- References.