



## JOB DESCRIPTION

**JOB TITLE:** Site Manager

**ACCOUNTABLE TO:** Business Manager

**CONTRACT:** Permanent - Full Time

### Introduction:

Members of staff should at all times support and work within the framework provided by the school's ethos and agreed aims and objectives. All staff will be expected to play a full part in school activities (as appropriate to their role) and contribute to the success of the school. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

<b>Job Purpose:</b>	To undertake a range of caretaking duties to the agreed quality standards, including security, cleaning, portorage and maintenance of school site and premises thereby ensuring a safe working environment.
<b>Key Responsibilities :</b>	<p>Monitor and operate within the school maintenance budget as allocated by the Headmaster and Business Manager.</p> <p>To support and advise the responsible person setting the maintenance budget and maintenance plan.</p> <p>Assist with the determination of medium &amp; long-term strategies for building maintenance.</p> <p>Administration of building related matters of maintenance, repair, servicing, etc.</p> <p>Effective supervision and directive advice to the cleaning staff. Liaison with contractors, obtaining quotations and supervision of contractors on site, ensuring compliance with H&amp;S regulations and quality control of the work carried out.</p> <p>Undertake regular inspections of the site, buildings and plant, recording necessary repairs, obtaining estimates and contacting contractors. Record all deliveries and maintain the required information in the log books/stock cards, ensure adequate supplies are maintained to meet the needs of the establishment and the cleaning staff.</p> <p>Support the review and implementation of H&amp;S policies and procedures within the establishment.</p> <p>To be responsible for management of site related health &amp; safety of the school premises and to liaise with and monitor the work of external contractors on site. Ensure compliance with all legislation relating to the school facilities including relevant health and safety and building maintenance/ construction standards. Be an active member of the Health &amp; Safety Committee and attend such meetings as necessary.</p> <p>To keep accurate records of all H&amp;S and Compliance documentation. To advise SLT on any H&amp;S matters/concerns and keep records as such for inspection purposes.</p>

<b>Reporting to:</b>	Business Manager
<b>Responsible for:</b>	Grounds, Contractors, Site Security, H&S, Plant, Waste disposal and Buildings related compliance.
<b>Liaising with:</b>	Relevant staff which may include: Senior Leadership Team, contractors and suppliers, grounds maintenance contractors, etc.
<b>Working Time:</b>	<p>40 hours per week</p> <p>Flexibility of working hours is required to cover holidays/sickness absence school events during evening and weekend. Holiday allocation can only be taken during school holidays.</p> <p>Monday to Friday 8am to 5pm.</p>
<b>Disclosure level:</b>	Enhanced

<p><b>Job Outline:</b></p>	<p>Ensuring security of the premises together with its contents. Attending to the intruder alarms where applicable.</p> <p>Key holder responsibility.</p> <p>Attending to the heating &amp; lighting of the premises and ensuring that the required temperatures are maintained.</p> <p>Ensure that the boiler plant equipment, heater cabinets, are cleaned and maintained and faults reported.</p> <p>Attend to the heating of the premises at weekends during the approved winter period when necessary and required.</p> <p>Cleaning of designated areas in the establishment (and maintenance of high standards in these areas) including overhead kitchen canopies, removing graffiti from internal &amp; external surfaces.</p> <p>Ensure that all exterior hard surfaces including artificial/turfed areas are kept clean, including emptying litter baskets, cleaning of drains &amp; gulley's, salting and de-icing of hard surface areas during the winter months and moving of snow to ensure access to the premises.</p> <p>Carrying out portage duties as and when required.</p> <p>Available and attend to the requirements of the hirers of the premises for the purpose of evening and weekend lettings.</p> <p>In cases of emergency outside the working week e.g. intruders, fire, floods, etc., to attend for such as required.</p> <p>Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post as defined.</p> <p>To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities.</p> <p>Your conduct must at all times be in accordance with the school's policies and procedures.</p> <p>To report any causes for concern relating to the welfare and safety of children to the designated person, and the Headmaster, or if unavailable the designated safeguarding governor or a member of the senior leadership team.</p> <p>To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school.</p> <p>To perform and/or monitor all relevant Health and Safety activities relating to the site, e.g. fire alarms, legionnaire testing, asbestos management plan and site safety assessments and reporting any problems to the appropriate person. Any such other tasks as the Head may from time to time reasonably request.</p> <p>The responsibilities as listed above will be subject to review, and may be amended following consultation with the Head.</p>
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## PERSON SPECIFICATION

<b>Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed By</b>
Ability to work independently and lead	√		Application & interview
Ability to organise one's own work, to prioritise tasks and keep to deadlines	√		Application & interview
Ability to communicate and interact effectively with adult's children and young people	√		Application & interview
Ability to be flexible and respond effectively to the 'unexpected'	√		Application & interview
Ability to apply basic ICT skills to the needs of the job	√		Interview
Displays commitment to the protection and safeguarding of children and young people	√		Application & interview
Willingness and motivation to develop own skills and work towards professional training qualifications		√	Interview
The know-how to assess and carry out minor repairs and maintenance independently and commission experts where required.	√		Application & interview
Relevant certification of practical skills and knowledge		√	Application
<b>Qualifications and experience</b>			
GCSE at level A – C in English and mathematics or equivalent		√	Application
Certification of relevant health and safety training or a willingness to attend appropriate Health and Safety training		√	Application

Considerable, demonstrable experience of high-quality maintenance, site/facilities management and health and safety	√		Application & interview
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### Site Manager

Willingness to successfully complete the range of training relevant to the job	√		Interview
Willingness and motivation to develop own skills and work towards professional training qualifications		√	Interview
Relevant certification of practical skills and knowledge		√	Application
<b>Knowledge</b>			
An understanding of health, safety and security issues and relevant legislation affecting schools	√		Interview
The know-how to assess and carry out minor repairs and maintenance	√		Application & interview
A thorough practically based understanding of premises maintenance issues	√		Application & interview
Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	√		Application & interview
An understanding of the compliance regulations for schools		√	Application & interview