

# Site Manager

## Job Description & Person Specification

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# Job Description

Purpose of the Post:	❖ To be responsible for all aspects of the School's site management and premises staff to ensure safety, cleanliness and general maintenance of the School buildings, grounds and facilities.
Reporting to:	Headteacher, Estate & Facilities Officer
Key Contacts:	Internal: Headteacher and Senior Leadership Team, Estates Team, School management team, all school staff and pupils. External: Suppliers of goods and services, contract maintenance/cleaning staff, parents and other visitors.
Location:	Based at Penrice Academy and Poltair Academy but there may be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust.
Salary Grade:	Grade I
Hours:	37 hours per week, 52.14 weeks A Flexible approach to working hours is required.

## Main Duties and Responsibilities:

- ❖ To be responsible for the overall security arrangements of the premises including ensuring that staff are aware of the procedures on security and the use of alarm systems, that there is an appropriate system of keyholding management, that periodic reviews off site security are conducted and that appropriate progress action is followed through.
- ❖ To organise, supervise and assist in major periodic cleaning activities, as well as high level cleaning at the end of school terms.
- ❖ To draw up maintenance schedules and set routine programmes of work for cleaning staff, caretakers, premises and grounds maintenance staff to ensure consistently high standards of hygiene, cleanliness, upkeep and safety of all school buildings and premises.
- ❖ To be responsible for the upkeep of playing fields, gardens, all weather surfaces (tennis courts, swimming pool where applicable), and land drainage.
- ❖ To ensure the maintenance of boundaries, footpaths, roads and rights of way within the school premises.
- ❖ To be responsible for the letting of the school premises to outside organisations and school staff, and for the development of all school facilities for out-of-school use.
- ❖ To manage and operate systems of staffing cover for lettings and other community usage of the premises, to advise on the security of buildings during periods of lettings and to ensure appropriate heating arrangements are made to meet lettings demands.
- ❖ To act as the Health and Safety Co-ordinator undertaking responsibility for monitoring first aid and emergency supplies and equipment and maintaining the premises in a safe and healthy condition and to a high standard.
- ❖ In co-operation with the Fire Service, to be responsible for the installation and maintenance of all fire extinguishing and evacuation equipment. To ensure the maintenance and periodic

checking of fire and other safety equipment as detailed in the Fire Safety log book. To ensure that all fire extinguishers are in working order, that hoses and fire blankets are in a usable condition, and faulty equipment is promptly replaced.

- ❖ To undertake the operation and periodic checking of the fire alarm system and equipment as detailed in the Fire Safety log book. To initiate and record regular fire drills.
- ❖ To monitor the safe storage and control of any potentially harmful materials and chemicals used within the School and ensure that such materials are appropriately marked and signposted.
- ❖ To be responsible for all aspects of the school/college's risk management, including ensuring all necessary risk assessments are completed and the necessary checks are in place to meet all audit requirements.
- ❖ To be responsible for the planned and ad hoc maintenance and upkeep of the premises and equipment including the required safety checks. To liaise with the appropriate County Council officers on all aspects of maintenance.
- ❖ To determine whether maintenance should be undertaken in-house or by commissioned contract services and to assist in the selection of contract services where appropriate, through consultation with the Headteacher.
- ❖ To be the client side link with contracting staff, contribute to specifications, monitoring and review of all major contracts and services and to undertake appropriate administrative processes for specifying and letting minor contracts in accordance with established guidelines.
- ❖ To liaise with client nominated officers as directed.
- ❖ To be responsible for ensuring the safe and efficient operation of all premises related mechanical, electrical, heating services and other plant, including ensuring the completion of all annual portable appliance testing, monitoring and recording of meter readings/returns as required and ensuring adequate fuel supplies. To take appropriate action to ensure and monitor proper safe levels of lighting, heating and ventilation.
- ❖ To review heating, electricity and water usage and to advise the Headteacher on proposals for energy saving methods.
- ❖ To be responsible for the line management of Site Supervisors/Assistant Site Managers, caretakers and all premises and grounds maintenance staff, to include participating in their recruitment and selection, identifying their training needs and drawing up their programme of work.
- ❖ To ensure appropriate staffing levels and deployment of staff in all premises related departments. To review staffing establishment with the Headteacher and undertake the recruitment and selection of additional staff in accordance with the agreed staffing strategy for the departments.
- ❖ To be responsible for the ordering and checking of invoices, monitoring of budgets and keeping stock records of all equipment and tools within the postholder's sphere of responsibility.
- ❖ To manage all aspects of any building projects and maintenance work undertaken on the school premises, including involvement in the drafting of outline specifications for new buildings and acting as the point of contact with regard to liaison with building contractors, architects departments, District Council planning departments and other related agencies.
- ❖ Where external contractors/inspectors are employed, to monitor work and certify that work has been done satisfactorily.
- ❖ To attend meetings of the Governors Building Committee and site meetings as necessary.
- ❖ To be responsible for devising, reviewing and updating the school/college disaster recovery plan through consultation with the headteacher, and to ensure such procedures are clearly communicated to all staff and members of the school management team.

- ❖ To respond to emergencies when necessary in respect of accident, failure, break in, vandalism or weather as directed by the Head or deputy.

### **General Responsibilities applicable to all staff:**

- ❖ To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- ❖ To work effectively with other members of staff to meet the needs of all pupils.
- ❖ To work with professionalism in line with the Trust's Code of Conduct.
- ❖ To attend staff meetings and Trust-based INSET as required.
- ❖ To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ❖ To be aware of and adhere to all applicable Trust policies and procedures.
- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

#### Note:

- ❖ This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- ❖ The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- ❖ This Job Description may be amended at any time in consultation with the postholder.

### **SPECIAL CONDITIONS OF EMPLOYMENT**

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check will be completed for all applicants.

# Person Specification

Selection Criteria	Essential	Desirable	How Assessed
Education and Training	<ul style="list-style-type: none"> <li>❖ Level 2 NVQ, GNVQ or GCSE qualifications plus suitable trade qualification. Level 1 qualification may be considered if accompanied by extensive relevant experience.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Basic Health and Safety Qualification</li> <li>❖ Asbestos Awareness Training</li> <li>❖ Lifting and manual handling training.</li> <li>❖ High level cleaning safety training.</li> </ul>	Application Form / Interview
Skills and Experience	<ul style="list-style-type: none"> <li>❖ Practical experience of building and grounds maintenance work.</li> <li>❖ Relevant experience of staff supervision in a building and grounds maintenance environment</li> <li>❖ Good practical skills</li> <li>❖ Excellent organisation skills</li> <li>❖ Good communication skills</li> <li>❖ Ability to work on own initiative</li> <li>❖ Knowledge and understanding of Health and Safety requirements</li> </ul>	<ul style="list-style-type: none"> <li>❖ 3 years practical experience of building and grounds maintenance work in a School or similar environment.</li> </ul>	Application Form / Interview
Specialist Knowledge	<ul style="list-style-type: none"> <li>❖ Demonstrate an awareness, understanding and commitment to the protection and safeguarding of children and young people.</li> <li>❖ Demonstrate an awareness, understanding and commitment to equality and inclusion.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Knowledge of School mandatory compliance requirements</li> </ul>	Application Form / Interview
Personal Qualities	<ul style="list-style-type: none"> <li>❖ To believe in the importance of team work and a collaborative approach, to be able to contribute effectively to a team and build supportive working relationships with colleagues</li> </ul>	<ul style="list-style-type: none"> <li>❖ Set high standards and act as a role model for students and staff</li> </ul>	Application Form / Interview

