



## **JOB PROFILE**

**Post title:** George Hastwell School – Site Manager

**Responsible to:** Trust Estate Manager.

Working hours 22.5 hours per week – Working Pattern Flexible

Possible Job Share split 2 or 3 days per week. (Alternate).

### **Job purpose:**

To ensure the safe operation and upkeep of the school.

Your primary role; Working with the staff and the needs of the children, ensure the buildings and environment meet the standards of a school. This will include basic maintenance, qualifying and instructing contractors, managing health and safety and school security.

A good self-manager, patient with a can-do attitude and brilliant prioritisation skills.

The role involves being part of an on-call rota

### **Accountabilities/Duties:**

- Security of the premises as the main key holder, you will be responsible for the security of the school and monitoring other key holder access permissions.
- Respond to emergency callout and make arrangements where necessary for emergency maintenance outside of normal working hours.
- Site inspections – Undertake regular site inspections, identify, log, and repair maintenance issues that are within your skill set.
- instruct contractors utilise agreed suppliers and monitor to ensure work completed meets H&S/requisite standards.
- Review invoices and get authorised by the Trust Estate Manager/Headteacher.

### **Specific Tasks:**

- Health and Safety – Responsible for the safety checks necessary for the legislative requirements and administer the proper filing of records. This includes, but not limited to, fire alarm test, emergency lighting, fire training, ladder inspections, hoist checks and the employing of safety contractors where necessary. Liaise regularly with the Trust Estate Manager to establish and agree priorities, reporting any urgent faults to the Headteacher and Trust Estate Manager.
- Maintenance – Where possible prioritise completing maintenance issues and resolve in a planned manner. Typical maintenance issues may include, basic joinery, repairing locks,

replacing door furniture, repair general fixings, painting, plumbing, unblocking of drains, building refurbishment. For larger projects work with contractors and help in preparing briefs for larger procurement processes. Particular attention and prompt repair is to ensure the premises is heated and all boilers are working effectively. Where work is outside of the jobholders skill level, they will have to be receptive to training or where more specialist knowledge is needed employee certified contractors. Weekly checks and clean of mini buses. Ensure servicing of operational equipment, hoists and Minibus MOT are completed and records/schedules maintained.

- Cleaning – Clear litter and broken glass in a daily basis and where needs arise. Ensure the premises are pre-stocked with grit/salt to treat pathways in the advent of cold weather.
- Security – lock and set alarms to ensure the site is secure and meets insurance requirements.
- Support – Support the staff in the moving of objects around the school in a safe and timely manner. Items will include chairs, desks and other teaching aids.
- Training – Attend training courses as necessary and maintain skills required to be able to use equipment effectively and safely.
- Other Duties – Carry out other duties in support of the school as decided by the Headteacher and/or the Trust Estates Manger.

**Key relationships:**

- Headteacher, GHS teachers and support staff, Trust Estate Manager, external contractors and suppliers.

**Working environment:**

School based – **includes working with students who have special needs.**

Office/external based – working at a desk with access to a computer and reviewing the site/grounds.

## PERSON SPECIFICATION

**Post title:** George Hastwell School – Site Manager

	<b>Essential</b>	<b>Desirable</b>
Qualifications/Competencies		Driving Licence. Ability to demonstrate ability to fix and maintain equipment, facilities and tools. Attention to detail when decorating. Microsoft Excel/Word/Outlook.
Experience	Proven DIY skill set.	Previous experience working within a school environment. Previous experience working within a SEN school environment.
Knowledge	Awareness of health and safety procedures and practices. Awareness of COSHH regulations. Knowledge of safe working practices such as working at height, manual handling, auditing ladders, fire regulations and requirements and proper operation of machinery.	
Skills/Ability		Joinery skills. Good communication skills. Ability to manage a range of tasks and prioritise competing demands. Problem solving. Able to work autonomously under own initiative. Demonstrate patience in demanding situations.
Personal Skills	Flexibility and have a can do attitude.	Ability to work alongside children that will have special needs demonstrating a positive demeanour at all times. Great communication skills at all organisational levels. Willingness to participate in training and development opportunities.

