**Job Description Site Manager**

Forest Bridge School is seeking a motivated and enthusiastic candidate with a ‘can do’ attitude to fulfil the newly created role of a Site Manager. This important role within the school ensures the security, safety, care and availability of the building, to guarantee the staff and students have a safe and welcoming environment.

Scale: SCP24-29 £29803.00-£33927.00

Hours: 37 hours per week flexible

Weeks: 52 weeks per year (all year round)

Reporting to: Head of Operations

Location: Forest Bridge School:

Job Purpose

* Ensure that buildings and grounds are maintained in a safe, clean and secure condition and to undertake such tasks as may be necessary for effective site management.
* Provide advice, and assistance in premises related matters, including legislation and regulations.
* The person appointed to have enthusiasm and commitment for improving the school within areas of their direct responsibility.
* To be responsible for promoting and safeguarding the welfare of children and young people within the school.
* To be responsible for the management of the cleaners and caretaker staff.
* To lead on Health and Safety reporting to the Head of Operations.

**Health and Safety**

* Ensure, in conjunction with the Head of Operations and Headteacher, that all Health and Safety procedures and requirements are being resourced and met, so recognising the health, safety and welfare of all premises users and visitors, including contractors.
* Ensure contractors duties are undertaken in accordance with Health and Safety legislation and to wear protective clothing as required.
* Make recommendations and advise the Head of Operation/Headteacher of any health and safety issues.
* To act as the School Fire warden.
* Be in charge of updating emergency evacuation procedures in all departments.
* Regularly test fire alarms and keep logs of fire tests.
* Annually produce fire risk assessments and make recommendations.
* In liaison with the Head of Operations/Headteacher, to manage fire drills and produce reports and recommendations to improve evacuation.
* Ensure we hold an up to date file containing emergency evacuation plans including for people with disabilities and community lets out of hours.
* Maintain records of electrical and gas testing (e.g. 5 year P.A.T. testing).
* Organise Legionella Testing and ensure that all paperwork is completed to comply with current regulations.
* Ensure that all general works undertaken on school premises are performed without any danger to staff, pupils or visitors.
* Report to the Head of Operations where the elimination of any hazard is not possible with measures to minimise the risk.
* Ensure that appropriate notices and signs are displayed.
* Notify appropriate agencies of issues and make necessary arrangements e.g. pest/vermin control.
* Complete a daily site to check for hazards, damages and intruders.

**Security**

* To ensure that the buildings and site are left in a secure situation, including: locking and unlocking of school gates and internal doors and closing windows.
* responding to emergency call-outs and take action as appropriate.
* alerting the Head of Operations/Headteacher to any risk or breach of security.
* Complete training in the alarm systems and ensuring the alarm systems are in good order.
* Complete training in CCTV ensuring that the security cameras are kept in good order.
* Complete training in access control
* Monitoring the opening and closing of the school site each day and participating in the rota as required.
* Acting as a key holder and control site keys.
* To be on call to deal with emergencies at the site.
* To assist in the devising, reviewing and updating of the school’s disaster recovery plan through consultation with the Head of Operations, Headteacher.

**Cleaning**

* Liaise with the cleaning contractors on any issues that may arise.
* Undertake emergency cleaning if required.
* Ordering all the required hygiene products to enable the smooth running of the site.

**Utility Management**

* Ensure that lighting is kept in good working order, with 3 monthly checks of the emergency lighting, and arrange the yearly external check and certification.
* Order replacement lighting equipment as necessary
* Ensure maintenance and functioning of the school’s heating and air control system
* Ensure that water is not wasted.
* Maintain an up-to-date location plan of all the turn valves/switches for utilities and sewers.

**Site Management**

* Oversee all work on site and ensure that all work carried out is to the highest standard.
* Draw up and maintain a premises development plan in liaison with the Head of Operations and Headteacher, which prioritises the work required and projects costs.
* Meet regularly with the Head of Operations and advise on any maintenance or repair work necessary.
* Carry out such minor maintenance work and repairs, within the post holder’s competence and identified as such, that does not require a contractor.
* Arrange for minor repairs and works to be carried out by contractors in consultation with the Head of Operations.
* Ensure all reachable gutters, drains, gullies, sewers and downpipes are kept clear.
* Ensure that the grounds and buildings are litter free.
* Ensure that playgrounds, paths and driveways are in a satisfactory condition.
* Arrange the removal of snow/Ice and other obstructions from entrances, steps, access pathways etc., and maintain adequate stocks of salt and sand.
* Ensure that schools clocks are set correctly.
* Ensure that appropriate signage is in place.
* Act as porter for deliveries, furniture removals or any other lifting tasks as required by the school.
* Arrange for the disposal of redundant furniture and equipment in accordance with procedures.
* Monitor all Risk Assessments associated with the whole school site with regards to health and safety and site security.
* Order and maintain stocks of materials, equipment and protective clothing as required.

**Contractors**

* Act as Liaison Officer with contractors and the school or external agencies as appropriate, regarding access to the site.
* Act as Liaison Officer with the contractors whilst they are on site, assisting the Head of Operations in ensuring that work is carried out to the required standard, as appropriate.
* Prepare and update as required a list of approved contractors for repairs, maintenance and redecoration.

**Lettings**

* Lettings of school premises, including opening and locking up and general supervision to ensure that the premises are available and left in a clean and tidy condition.
* Maintain excellent working relationships with all building users and ensure they receive an efficient and courteous service.

**School Minibus**

* After receiving appropriate training, drive the school minibus when necessary.
* Ensure that the minibus is in good working order, arranging for the MOT and relevant services.
* Ensure that the minibus is clean and ready for use**.**

**Training**

* Attend courses as appropriate
* Ladder/heights training
* Lifting and moving training
* Health and safety training - Keep up-to-date with relevant legislation and implementation including Health and Safety and Control of Substances Hazardous to Health (COSHH) developments
* First Aid and Fire Marshall training

**General**

* Respond in a courteous manner to enquiries from the school community and external visitors as appropriate.
* Undertake any other duties as may be allocated from time to time by the Head of Operations/Headteacher
* Investigate and implement wherever possible ecological environmental solutions.

The nature of this post will require flexibility to meet urgent work needs as they arise. The job description therefore is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the hours of work and duties which may have to be varied after discussion, subject to the needs of the school and in keeping with the general profile