



## JOB DESCRIPTION

<b>School Name:</b>	Parkwood Hall Co-operative Academy
<b>Job Title:</b>	Site Manager
<b>Reports To:</b>	Estate Manager
<p>Parkwood Hall is a residential and day school for pupils aged 8-19 years with moderate to severe learning difficulties and other complex needs including autism and language difficulties. We are passionate about creating a culture of wellbeing where all staff and pupils are valued and supported so that we can all 'grow, learn and flourish.'</p> <p>Parkwood Hall aims to provide an outstanding and supportive learning environment which challenges students to achieve success. The core learning values, which are at the centre of the curriculum, focus upon developing the student's resilience and ability to make informed life choices.</p>	
<p><b>Job purpose:</b></p> <p>To support the Estate Management Programme for the trust including premises, facilities, health and safety, contract management and capital works.</p>	
<p><b>Security Maintenance</b></p> <p>The Site Manager is responsible for the overall security of the site. This will include –</p> <ul style="list-style-type: none"><li>• Monitoring the site at appropriate intervals to ensure that security needs are fulfilled and take all reasonable steps to minimise loss of or damage to the property.</li><li>• Ensuring that appropriate staff have access to the site during the extended working hours of the site.</li><li>• Ensuring that all contractors report to the reception to sign in and follow the appropriate security and safeguarding procedures.</li><li>• Take appropriate securing action to minimise the risk of any further criminal action pending necessary repairs.</li><li>• To act as the official key holder for the site ensuring compliance with procedures for off duty periods. Copies of keys to be supplied to registered key holders.</li><li>• Ensure the external security CCTV is in working order, a regular review of CCTV points and keeping a log of access to the CCTV footage.</li></ul>	
<p><b>Buildings Maintenance</b></p> <p>The Site Manager is responsible for monitoring and advising on the maintenance and upkeep of the buildings and appliances to the Estates manager.</p> <ul style="list-style-type: none"><li>• Manage the log of site issues, and allocate tasks as needed to the site assistants</li><li>• Maintain, in a safe and clean condition suitable for their intended purpose, all equipment, tools</li></ul>	

and other aids used for maintenance.

- Take all reasonable steps to eliminate potential hazards arising from faulty or damaged surfaces, fixtures or fittings. Carry out 'making safe' tasks or restrict access to areas of potential hazard.
- Take all appropriate action to ensure that drains, gulleys and inspection chambers are kept free from blockages and that bathroom furniture is properly maintained.
- Ensure that repairs, within the competence of the site staff and ensuring their health and safety, are carried out promptly by prioritising the maintenance requests as reported by staff and students.
- Ensure the safe delivery of fuel and verify the accuracy of the delivery.
- Check the functioning of automatic systems e.g. thermostats, time clocks etc in order to eliminate the risk of damage and to maximise energy efficiency and ensure their regular maintenance in accordance with professional instruction.
- Replace or reset fuses as necessary (up to 30 amps) taking reasonable steps to ascertain the reason for the fuse blowing.
- Check tanks at regular intervals and the boiler dials
- Replace lamps, tubes, shades and diffusers in light fittings up to the regulated height.
- Replace fire or other alarm glasses as necessary.
- To act as Fire Officer for the site, ensuring regular fire alarm tests and ensuring the maintenance of the system.
- To liaise with the local Fire Service to ensure the meets the required legal standards, maintaining records for inspection.
- To ensure that all electrical appliances are PAT tested and on a rolling programme.
- Ensure that staff are trained in the use of equipment and chemicals with due regard to health and safety.
- To be available out of normal working hours as and when required, this may include weekends.

#### **Grounds Maintenance**

- Maintenance of sports fields, gardens, all weather surfaces, tennis courts and land drainage.
- Ensure the maintenance of boundaries, footpaths, roads and rights of way on the site.
- Maintenance of all equipment for the grounds use ensuring they are in safe good working order.
- Ensure that staff are trained in the use of equipment and chemicals with due regard to health and safety.

#### **Vehicle Maintenance**

- Arranging the regular maintenance, servicing and if necessary repairs of all vehicles.
- Any incidents or accidents to the vehicles to enable insurance claims to be raised to the Estate Manager to process
- Ensure all vehicle permits are renewed

#### **Cleaning Maintenance**

- Ensure that all work areas, particularly those associated with fire escape routes are kept clear of obstructions.
- Ensure that all fire escape doors are properly identified and that they are appropriately monitored and accessible at all times.
- Ensure that all fire extinguishers, hose reels and risers are properly maintained, checked and kept in designated locations. Ensure that warning notices are maintained and displayed in the correct locations.
- Ensure that snow and ice is cleared in order to maintain entrance, exit and communication routes to all buildings for pedestrians and essential delivery or emergency vehicles.
- Ensure that all safety doors are identified and secured against unauthorised entry.
- Ensure that approved spillage cleaning boxes are available for use at all times and that such equipment is kept in sufficient quantity for reasonable use.
- Maintain all fabric, fixtures and fittings in a safe and secure condition.
- Ensure that the appropriate lights are switched on or off as necessary at night.

## Administration and General Duties

The Site Manager will be responsible for other services associated with the efficient running of the in accordance with safe handling practice, to include –

- Ensure that goods and materials are properly received and delivered to the appropriate place. This may involve checking for damage to packages and verifying quantities. This will include normal cleaning materials such as bleach, but should not include dangerous chemicals or other materials which may require specialist handling unless trained appropriately.
- Assistance in maintaining adequate stocks of materials and equipment for carrying out the various elements of site management. This will involve keeping records of usage of materials, inventories and stocks held and re-ordering as necessary, including carrying out furniture checks and updating inventories.
- Arrange access to the site for authorised personnel.
- Read and record on a daily, weekly, monthly basis as required all fuel and water supply meters and keep access to them clear.
- Ensure that any onsite parking arrangements are put into effect and maintained.
- Ensure that proper arrangements are made for authorised users of the site facilities and buildings.
- Arrange for furniture movement around the site when required.
- Notify pest control problems to the appropriate agencies and ensure that contractors carry out the appropriate action.
- Monitor the asset register for all site related items

## General Responsibilities

- To maintain confidentiality in all aspects of Parkwood Hall. The nature of the working environment entrusts people with confidential information. Any breach of this confidentiality will constitute gross misconduct.
- To co-operate with all Parkwood Hall staff in maintaining good relationships with outside agencies and the general public in order to promote and uphold the 's image.
- To perform any other duties as are within the scope, spirit and purpose of the position as requested by the Head of Business Resources.
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## Education and Training

### Essential

- Must have a relevant health and safety professional qualification or relevant site management experience for a minimum of two years at an educational setting
- Must keep abreast of developments in legal regulations relating to site management, including –
  - COSHH
  - Health and Safety at Work
- Must be prepared to continue their professional development through further study, which may be funded by the trust
- Must have a good level of skills in the use of Excel, Word and the Internet.

## Qualities, Knowledge and Experience

### Essential

- Ability to manage and motivate staff, including skills in relation to delegation, training, target setting and performance management.
- Ability to understand the needs of the students to enhance the post holders' awareness of potential hazards.
- Ability to establish and maintain constructive working

	<ul style="list-style-type: none"> <li>relationships at all levels.</li> <li>Written communication skills, including the ability to write clear reports for a variety of audiences.</li> <li>Oral communication skills, including the ability to contribute to discussion in meetings.</li> <li>Efficient administrative skills, including the ability to be well organised, to prioritise tasks and to meet deadline</li> <li>Flexible with working hours as you may be required to work unsociable hours to assist with events, lockup, emergencies and manage contractors.</li> </ul>
<b>Personal Qualities</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>Punctual</li> <li>Approachable and empathetic</li> <li>Creative and enthusiastic</li> <li>Organised and resourceful</li> <li>Be of smart appearance</li> <li>Uphold the Parkwood Hall Cooperative Academy values</li> </ul>
<b>General Information:</b>	
Equality of Opportunity	<ul style="list-style-type: none"> <li>As a member school staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.</li> <li>Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.</li> </ul>
Confidentiality and Data Protection	<ul style="list-style-type: none"> <li>To treat all information acquired through employment, both formally and informally, in strict confidence.</li> <li>To be aware of the school's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.</li> </ul>
To contribute as an effective and collaborative member of the School team	<ul style="list-style-type: none"> <li>Any other duties as reasonably required by any SLT of the school.</li> <li>Participating in the ongoing development, implementation and monitoring of the school plans.</li> <li>Attend regular meetings as required and make a positive contribution during meetings.</li> </ul>
Child Protection	<ul style="list-style-type: none"> <li>Attend regular meetings as required and make a positive contribution during meetings</li> <li>To be alert to issues of child protection ensuring that the welfare and safety of children attending Parkwood Hall Co-operative Academy is promoted and safeguarded and to report any child protection concerns to the designated Safeguarding Lead using safeguarding policies, procedures and practice</li> <li>Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed</li> <li>Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks,</li> </ul>

	Child Protection Procedures, Health and Safety and Data Protection.
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signatures:

Employee \_\_\_\_\_ Date \_\_\_\_\_

Principal \_\_\_\_\_ Date \_\_\_\_\_