



## SOLIHULL

### **Job Description: Site Manager for the Saint Martin's Campus (Prep School)**

**Responsible to:** Assistant Bursar (Facilities, Compliance & Transport)

**Primary Responsibility:** To manage the daily operation of the Prep School on the Saint Martin's Campus. The Site Manager is responsible for ensuring a safe, efficient and secure site for our school community.

**Job Description Review Date:** May 2023

### **Responsibilities:**

#### The main responsibilities include:

- To work closely with the Prep School grounds and maintenance teams to ensure the efficient running and good order of the campus;
- Take responsibility for the opening and secure closure of the campus;
- Ensure the campus security systems and procedures are effective and maintained on a regular basis including access control systems, CCTV, door-locking arrangements and intruder alarms
- Be on the campus emergency call out list;
- Take responsibility for the operation of campus car parking operation, ensuring that cars and other vehicles using the facilities are suitably accredited and that traffic flows are effectively managed, both on a day-to-day basis and for events;
- The management, work allocation, personal and professional development and supervision of the site management team including caretakers and cleaners, ensuring high standards are maintained at all times;
- To manage cleaning and other housekeeping budgets;
- To take responsibility for the control and conduct of relevant external contractors, whilst on the campus;
- Collect and record items of lost property around the campus and assist in returning items to their owners;
- To promote safe working practices at all times and conduct risk assessments as necessary ensuring they and the site management team follow the school's Health and Safety Policy and HSE requirements;
- To proactively promote a safe working environment by identifying, assessing and mitigating risk;
- To ensure Safety Cloud is kept up to date with all aspects of Health and Safety, site management team training and risk assessments, and that any follow up actions are carried out and recorded in a timely manner;
- Take responsibility for the safe storage, risk assessments and handling of COSHH substances used by the cleaning team that may be hazardous to health;
- To be a staff representative on the Health and Safety Committee;
- To be a trained first aider, and to provide emergency first aid if and when required;
- Undertake monthly water temperature testing and flushing procedures in line with the School's Legionella Management Plan;
- To help and support on the Warwick Road Campus if and when required;
- Work flexible hours when required including occasional Saturdays and/or evenings.

General:

- Promoting the welfare and the safety of all members of the School Community and adherence to the School's Safeguarding and Child Protection Policy;
- Support the aims of the School;
- Support all members of the School community with respect and consideration
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance;
- Actively support the values of the school at all times;
- Take responsibility for professional development, participating in staff training including INSET days where required, and the School's CPD and professional development procedures;
- Participate in the management of the School by attending meetings as required;
- Adhere to the Health and Safety Policy, ensuring that all tasks are carried out safely and effectively with due regard to the Health and Safety of all members of the School Community, including visitors and the post-holder.

Other:

The Job Description is subject to:

Other reasonable requests by negotiation with the Bursar, Head of the Prep School and Executive Headmaster

Annual Review

**PERSON SPECIFICATION:**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications/ Professional Bodies</b>	Willingness to undertake training and development appropriate to the role including any additional Health & Safety training.  Possession of a full UK driver's license	
<b>Experience</b>	Experience of line-managing staff	Experience of working in a school environment
<b>Skills/knowledge</b>	Excellent written and verbal communication skills  Excellent organisational skills and the ability to multi-task  Able to work independently with proficiency and carry out work in the most efficient and economical manner  Able to accept responsibility for the proper completion of jobs  Ability to manage budgets  Knowledge of Microsoft and other IT packages	Awareness and understanding of the safeguarding and the welfare of children  The ability to drive a school minibus, as required or a willingness to qualify.

	<p>A working knowledge of Health and Safety Legislation</p> <p>Ability to manage and organise people</p>	
<p><b>Personal Attributes</b></p>	<p>Commitment to safeguarding and promoting the welfare of children</p> <p>Ability and willingness to line-manage staff</p> <p>Ability to challenge colleagues and provide constructive criticism as required</p> <p>Ability to reflect and improve own practice</p> <p>Ability to develop excellent working relationships with internal and external stakeholders</p> <p>Ability to work under pressure, organise and prioritise workload</p> <p>Ability to work on own initiative, work without direct supervision and solve problems</p> <p>An exemplary degree of personal integrity</p> <p>Diplomacy, tact and empathy, with high levels of confidentiality</p> <p>Ability to draw clear, calm boundaries when appropriate</p> <p>Common Sense</p> <p>Excellent attention to detail</p> <p>Capacity to remain calm and cope with the unexpected</p> <p>Highly professional manner</p> <p>Ability to problem solve</p> <p>Flexible attitude</p> <p>Presentable, friendly, team player,</p>	

	Physical and mental capacity to undertake the role	
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