

# Job Profile

<b>Reference :</b>	
<b>Job Title :</b>	Site Manager (Special School)
<b>Main Job Purpose :</b>	Ensure the proper day to day maintenance of the school site and grounds. Ensure Health and Safety Regulations are adhered to and take steps to maintain the school as a safe environment.

Main Duties	
1.	<p>Monitor a continuing programme of building maintenance (including decoration), repair, cleanliness and hygiene. In consultation with the Headteacher and Trust establish work to be done and prioritize order of works.</p> <ul style="list-style-type: none"> <li>• Make general repairs to buildings, fixtures, furniture and fittings as and when required.</li> <li>• Ensure all repairs reported to Maintenance are dealt with in a timely manner.</li> <li>• Ensure serviceable conditions of essential services i.e. water, gas and electrical supply.</li> <li>• Ensure all legislation is strictly adhered to and records kept. Oversee delivery of oil and gas.</li> <li>• Manage the operational requirements of the school concerning its legal obligation towards Legionnaires disease, Asbestos, First Aid, Fire Appliances, Fire alarms, Intruder Alarms, Portable Equipment testing etc.</li> </ul>
2.	Maintain all outside areas not covered by any Grounds Maintenance Contract
3.	Manage the site maintenance budget.
4.	Organize work load and supervise all members of the site team – including shift patterns, where appropriate.

<b>Main Duties</b>	
<b>5.</b>	<p>Undertake designated Health and Safety responsibilities in consultations with Line Manager, including:</p> <ul style="list-style-type: none"> <li>• Fire procedures</li> <li>• COSHH regulations</li> <li>• Contractors on site</li> <li>• Moving and handling</li> <li>• Electrical appliances</li> <li>• Water, hot water and heating systems</li> </ul> <p>Liaise with the Headteacher and Trust when necessary, attending regular meetings and keeping health and safety files up to date.</p> <p>Ensure that the school's legal obligations regarding Legionnaires Disease, Asbestos, Fire Appliances, Fire Alarms, Intruder Alarms, and Portable Equipment Testing etc. are carried out.</p>
<b>6.</b>	<p>Liaise with contractors to obtain quotes for repairs, refurbishments and maintenance. Organize contractors to carry out works in school and be responsible for those contractors on-site.</p>
<b>7.</b>	<p>Monitor the standard of service provided by contractors on site, and liaise with contractors, as necessary. Liaise with grounds maintenance contractor to ensure that grounds are maintained to an appropriate level.</p>
<b>8.</b>	<p>Responsible for site security, unlocking and locking of school buildings at beginning and end of each day within the hours of work (or directing site staff). Checking of security at all times and making sure that windows and doors operate correctly.</p>
<b>9.</b>	<p>Maintain all necessary records associated with the duties of the post.</p>
<b>10.</b>	<p>Ensure that minibuses are serviced and undergo inspections in line with regulations. Ensure that all faults are rectified.</p>

<b>Supervision and Management</b>
<p>The jobholder supervises the site team and has oversight of cleaning.</p>

<b>Creativity and Innovation (i.e. Problem Solving)</b>
The jobholder is required to use creative skills to deal with routine issues eg deployment of staff, organising maintenance and reparation works, using knowledge of locality and school site to assist Line Manager and Headteacher with tenders/specifications and works required.

<b>Key Contacts And Relationships</b>	
Line Manager/Governors	Health and Safety/Work Schedule
Pupils	Health and Safety
Contractors	Obtain quotations, oversee their visits
Suppliers	Ordering of cleaning/repair/building materials through office
All Staff	Fire procedures
Site team	Supervision/Line management
Teachers	Breakages/equipment requirement etc.

<b>Decision Making</b>
The jobholder carries out work within rules and procedures and makes recommendations regarding repairs and renewals.

<b>Resources</b>
<p>The jobholder is responsible for the safekeeping of tools/items used for repair and decoration of school.</p> <p>The jobholder is responsible for maintenance and security of school buildings.</p>

## **Working Environment**

The jobholder needs to react to emergency repair situations.

The jobholder is responsible for the moving of waste materials/refuse, preventing problems due to ice and minor building/decorating works.

The jobholder can be outside in any weather/clearing paths and drains.

The jobholder works in a school. There is regular noise from pupils.

The jobholder is exposed to pupils who may present as anxious and/or challenging and can therefore be at risk from physical and/or verbal abuse.

## **Knowledge and Skills**

The jobholder needs a good standard of general building/basic plumbing and woodworking/decorating skills along with experience of working as a caretaker within a school environment.

Staff supervision skills are required.