



Earlham Primary School Site Manager - Personal Specification

Essential experience

- Minimum of 1 year practical experience in maintenance work.
- Good communication skills (both written and verbal).
- Knowledge of schools, site maintenance & lettings.
- Knowledge of the legislation specific to health and safety and related issues.
- A good understanding of building maintenance requirements.
- Some relevant experience of buildings and asset management.
- An understanding of site security issues including the ability to set and test alarm systems, show vigilance for potential breaches of security, retention of keys and consistency in locking and unlocking procedures and make recommendations for improvements to ensure a safe environment.
- An in-depth understanding of the needs and priorities of a school community for all users.
- An understanding of COSHH regulations and safe storage of potentially harmful materials and equipment.
- An understanding of safe working practices for all mechanical, electrical and heating services and for working at heights.
- An understanding of safe and proper levels of heating, lighting and ventilation.
- Awareness and understanding of confidentiality.
- An understanding of the council's Equal Opportunities policies and ability to implement these in the context of the job.
- Awareness of safe working practice in relation to issues of child protection and safeguarding children.

Skills and abilities

- Ability to respond quickly and appropriately to issues of security and Health & Safety, acting on initiative whilst maintaining personal safety.
- Ability to maintain systems that ensure compliance with Health and Safety legislation, undertaking risk assessments including routine inspection of appliances and systems and reporting or remedying defects and making recommendations for improvements.
- Ability to control stocks of first aid, infection control and cleaning equipment and materials.
- Ability to take responsibility for identifying minor and major repairs and maintenance of the site, identifying potential hazards and defects and recommending action to remedy these, including obtaining lists of suitable contractors evaluating estimates and making recommendations for non-structural repairs and maintenance.
- Ability to liaise with contractors advising the Headteacher of any error or omission and ensure that work is carried out to a specification and submit written reports.
- Ability to assist in developing policies, e.g. for lettings security arrangements, and advise on implementation, monitoring and evaluating their success.
- Ability to assist potential hirers and carry out lettings to a high level of customer satisfaction.
- Ability to ensure high standard of cleaning by supervising and monitoring the work of cleaners, allocating tasks and by setting a good example with daily and annual cleaning programmes.
- Ability to assist in compiling a planned maintenance programme.
- Ability to keep paths, steps and entrances clear of hazards including debris, snow, water and leaves.
- Ability to ensure removal and portorage of furniture and deliveries with Health and Safety Guidelines.
- Ability to undertake basic gardening, including weeding beds and borders and pruning shrubs and hedges.
- Ability to maintain appropriate records, manual and computerized, for lettings, maintenance and repairs, ordering stock and equipment, incidents and accidents involving Health and Safety or security of the site and recording visits to the establishment by authorised persons.

Personal responsibilities

- To be always professional in presentation and manner.
- To treat all staff, parents, carers, visitors and pupils with respect and courtesy.
- To be responsible for own career development and undertake training, professional development, and other learning activities as appropriate.
- Be aware and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the relevant person.

- Be a suitable person to work with children and undertake an Enhanced Disclosure and Barring (DBS) check and other employment checks.
- Ensure all visitors to the school are welcomed appropriately and proper safeguarding practice is always maintained.
- Ensure effective communication is maintained between the children and adults.

Values and Culture

- Ensure the highest expectations and standards are maintained around financial probity, equalities, and safeguarding.
- Maintain open and honest communication with school leaders and Governors.
- Maintain a positive, solutions focused attitude to problems.
- Create an enabling and flexible culture around admin and premises, focused on supporting school leaders, staff, pupils, parents and external agencies to fulfil their functions effectively.
- Respond positively to constructive feedback.
- Maintain a reflective, proactive and creative approach to school improvement.

Other qualities

- Good organisational and time management skills.
- Good communicator with adults and children.
- Willingness to promote the multicultural ethos of the school.
- Inspire all stakeholders to commit to a vision and motivate them to work in partnership to achieve it.
- Possess integrity, a sense of humour, warmth, positivity and sensitivity.
- Be hardworking, resilient and self-motivated.
- Have the ability to work calmly under pressure.
- Willingness to work occasional flexible hours e.g. evenings and weekends to fit in with the requirements of the service with prior notice and time back or payment for hours worked.