

INVICTUS

Education Trust

JOB DESCRIPTION

JOB TITLE: Site Manager

DEPARTMENT: Facilities & Operations Team

REPORTING TO: Headteacher

RESPONSIBLE FOR: The day-to-day supervision of caretaking and cleaning staff as required

LIAISING WITH: CEO, Headteachers, Senior Leadership Team, Governors, teaching and support staff, outside agencies, and the Trust's central team

Main purpose:

The Site Manager works closely with the Headteacher and Office Manager to ensure the effective and efficient management of the school site. The Site Manager is responsible for a wide range of duties and responsibilities, connected with the fabric and grounds of the school

Daily supervision of staff – Caretakers and Cleaning Supervisor. Supervision will include direction of work, and supporting, mentoring and resolving any daily operational issues.

Supporting the facilities & operations within school with a programme of professional development and training for site staff. Ensuring high quality, sustained performance from all team members, and that staff work to improve the school's operations, 'housekeeping', grounds and public image.

To assist the Headteacher/Office Manager with budget planning for specific budgets such as Buildings & Maintenance, Repairs and Cleaning.

Register as principal Key Holder and be the first point of contact in an emergency call out situation.

To undertake regular site inspections in order to identify any areas of concern, any repairs or maintenance issues.

To manage the Job Log system, to respond and allocate task to caretaking team, ensuring that the 'jobs' are completed in a timely manner and to a satisfactory standard. To ensure that any

	<p>resources/equipment need to complete the 'job' is available to caretaking team.</p> <p>To be able to work shift patterns, unsociable hours and working at weekends.</p>
MAIN DUTIES:	
General Duties	<p><u>Internal Maintenance</u></p> <p>Ensure school premises are clean, litter and graffiti free and maintained to required specification</p> <p>Ensure that cleaning machinery and equipment is operational and report any defects</p> <p>Inspect electrical fittings and report all defects which require specialist repair</p> <p>Replace lamps and domestic fuses as required</p> <p>Regularly inspect plumbing and report/report defects as appropriate, synchronise clocks, time switches etc as required</p> <p>Undertake repairs to fixtures and fittings as appropriate and ensure the ordering and the delivery of materials to deal with the repairs</p> <p>Arrange to clear blockages, remove foreign matter from sinks, toilets, drains etc and clear up any spillage</p> <p>Ensure litter bins and recycling bins are emptied when necessary</p> <p>Subject to safety regulations, redecoration of any area, as necessary</p> <p>Be responsible for the supply and availability of all hygiene materials</p> <p>With the Office Manager plan maintenance programme of works to be undertaken on a regular basis</p> <p>With the Office Manager plan 'deep clean' schedules for cleaning staff during school holiday periods</p> <p><u>External Maintenance</u></p> <p>Ensure grounds care work undertaken by contractors etc. is completed to a specified standard and that safer working practices are adhered to.</p> <p>Maintain the general cleanliness and tidiness of all external areas</p> <p>Litter picking and emptying litter bins on a daily basis</p> <p>Clean and clear all drains and gullies to ensure effective and healthy operation</p> <p>Inspect outside fabric of the school, report/repair defects as appropriate. Inspect all fences, gates, walls, steps, lights etc.</p> <p>Inspect outside areas for dangerous materials and remove broken glass, syringes/needles, dead animals, excrement etc.</p> <p>Remove/obscure all graffiti</p> <p>Undertake designated gardening duties such as mowing of school sport fields, weeding, pruning etc.</p> <p>Carry out required weekly maintenance of artificial sport pitches/courts following maintenance guidance and instruction.</p>

Carry out internal/external window cleaning where necessary

To be responsible for ensuring clear and safe pedestrian access to the school particularly in adverse weather conditions (e.g. clearing leaves, snow, gritting etc.)

Pruning and clearance to ensure unrestricted access and use of premises including Perimeter fencing

Carry out grounds maintenance work in order to improve the site.

Health & Safety

To comply with the requirements of Health and Safety and safer working practices and other relevant legislation and Trust Policies.

To ensure Personal Protective Equipment (PPE) is used whenever there are risks to Health & Safety that cannot be adequately controlled in other ways.

Ensure site areas involved with sickness are cleaned immediately and disinfected where appropriate

Create a COSHH file ensuring that supplier/manufacturer provides a safety data sheet

To check water temperatures and report weekly ensuring that all legionella assessments are up to date

To test and record fire alarms systems and emergency lighting on a weekly basis

Undertake Portable Appliance Testing and maintain records of annual equipment testing

To produce and maintain Risk Assessments in relevant areas/responsibilities and ensure they are kept up to date

Working at high level e.g. Gymnasium, School Hall, Stairwells, External Lighting etc., must be undertaken using 'safe systems of work'.

Under the direction of the Headteacher provide assistance with the with the annual cycle of statutory testing and compliance with H & S and Fire Safety regulations and legislation, which includes annual external inspections.

Under the direction of the Headteacher provide assistance with Fire Safety compliance, supporting the school with the management of fire evacuations, and the implementation and ongoing assessment of fire safety practices/processes/procedures

Site Security & Associated Duties

Carry out security procedures for the school buildings and grounds, setting and un-setting of intruder alarms. You may be called out at weekends/unsociable hours to deal with security problems.

Responsible for the opening and closing of school premises, including gates, doors, window, fire exits etc. for the purpose of school use, including activities outside of normal school hours such as lettings, functions, contractors, emergency services etc.

Regularly checking the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed.

Liaise as necessary with the emergency services

Report acts of vandalism to the Headteacher as necessary

Perform security duties at the school gate before/after school

Ensure that all keys for the school premises are kept secure at all times

Ensure that all CCTV cameras are functioning correctly and report any issues to Headteacher

Ensure security alarms systems are fully functional and report any issues to Headteacher

Prevent trespass on the school premises and grounds, and ensuring unauthorised parking of vehicles does not occur

Challenging visitors, temporary staff or intruders not wearing identification

Lettings

Comply with instructions received from the Headteacher concerning letting procedures and carrying out as per lettings agreement

Where requested by the Headteacher be on site and assist lettings staff

Carry out as required by the Headteacher cleaning of areas within the letting agreement

Heating

Operating the heating plant in accordance with the Headteacher instructions and endeavouring to ensure the required temperatures are maintained in school premises, and that an adequate supply of hot water is available.

Maintaining the boiler houses and plant in a clean and tidy order and ensuring clear access to all service isolators (Gas, Electricity & Water)

Ensuring that flammable materials are kept out of the boiler room and away from heat sources

Replacing light bulbs/tubes/starters as necessary, and report any defects in the heating or lighting systems to the Headteacher immediately

Where required take readings of oil, electricity, gas and water metres on a weekly basis.

Storekeeping

Taking deliveries of stores, materials, cleaning products and other goods and safely storing them

Maintaining the Site Manager/Caretakers facilities in a clean and tidy manner, with all tools and materials located in an orderly fashion ready for immediate use

To monitor stock levels of consumable items such as grit, paint, toiletries, light bulbs/tubes etc and arrange to replenish supplies in accordance with current procedures

School Transport

Provide Mini Bus transportation for students and staff as approved by the Headteacher

Ensure the Mini Bus is clean, fuelled and ready for use at appropriate school

Moving Furniture

Move such items of school furniture as required, with due regard to current Health & Safety and Lifting & Handling Regulations

Emergencies

To report emergencies in the case of faults with gas electric and water supply to Office Manager.

Carry out the necessary procedures in the event of fire, flood, breaking and entering, accident or

	<p>major damage</p> <p>Know the location of first aid equipment and firefighting equipment within the school</p> <p>Effect emergency repairs to the fabric of the building in order to make safe e.g. broken windows, locks, doors etc.</p> <p>Ensure access for emergency services, assist as necessary and secure premises as required</p> <p><u>Deliveries/Post</u> Take delivery of post, materials and other goods</p> <p>Unpack and store/distribute post/stock as required</p> <p><u>Government Elections</u> Comply with instructions with regard to arranging the necessary facilities for the School to be used as a Polling Station as required by the Returning Officer when applicable</p> <p><u>Energy Conservation</u> In conjunction with the Headteacher, implement all agreed policies Read and record and if required report all meter readings.</p> <p><u>Policies</u> Ensure policies such as Health & Safety are embedded into the daily running of school and that site staff have the necessary training to ensure compliance, knowledge and understanding of Trust/School Policies</p> <p><u>Other</u> Any reasonable task as directed by the Headteacher. Any tasks which is appropriate to the post level in order to maintain/enhance organisational effectiveness which may include redeployment to other departments – to include cover for absent colleagues and/or relocation to areas of need.</p>
<p>Staffing and Resources</p>	<ul style="list-style-type: none"> • Positively engage in appraisal reviews as directed by the Headteacher • Contribute to appraisal reviews as directed by the Headteacher • Line-manage staff as indicated by the School structure • As directed by the Headteacher respond to developments and initiatives at national, regional and local levels • Contribute to the recruitment and induction of new staff • Promote teamwork and effective working practices
<p>Other professional requirements:</p>	<ul style="list-style-type: none"> • To be physically fit • To have a full Driving Licence and ability to drive school mini bus. • To be reliable, punctual and have excellent attendance • Possess a flexible and adaptable approach to working patterns and job tasks • Possess a wide range of practical and DIY skills, use of a variety of power tools. • An understanding of building structures, maintenance, asbestos and legionnaire issues • Observe safe working practices in carrying out the required duties • Ability to manage crisis situations and multi-tasking • Excellent skills in managing school premises and site staff • Strong decision-making skills, with the ability to make decisions and recommendations. • Capacity to work under pressure, to meet deadlines and organise priorities • Plans communication effectively and acts as a role model in providing open, honest communication and feedback • Demonstrates focused implementation of role and responsibilities. Is accountable for own development. • Team player, personable, emotionally intelligent with a sense of humour • Understanding and respectful for confidentiality in relation to all issues connected with this

role

Other Specific Duties

- Play a full part in the life of the Trust community, to support its vision, mission and values
- Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example
- Be courteous to colleagues and be welcoming to visitors
- Comply with the Trust's Health and Safety Policy and undertake risk assessments as appropriate

Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary

Support for the Trust

- To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection
- Comply with the Trust's dress code
- Attend and participate in meetings as required
- Participate in training, other learning activities and appraisal as required
- Recognise own strengths and areas of expertise and use those to advise and support others
- It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

Safeguarding Requirements

We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertaken can be found at: [Keeping Children Safe in Education, 2023](#)

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website. <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

Person Specification

Criteria	Essential	Desirable
Qualifications	<p>NVQ Level 3 or equivalent</p> <p>Qualifications in either plumbing, electrics, decorating, carpentry</p> <p>Qualifications in property maintenance or facilities services</p> <p>Full / clean drivers licence with the ability to drive a minibus</p>	D1 drivers licence category on licence
Experience	Previous experience of in caretaking role including repairs and maintenance	
Skills and knowledge	<p>Plans communication effectively and acts as a role model in providing open, honest communication and feedback.</p> <p>Demonstrates focused implementation of role and responsibilities. Is accountable for own development.</p> <p>Ability to manage crisis situations and multi-tasking</p> <p>Possess a flexible and adaptable approach to working patterns and job tasks</p> <p>Possess a wide range of practical and DIY skills, use of a variety of power tools</p> <p>An understanding of building structures, maintenance, asbestos and legionnaire issues</p> <p>Observe safe working practices in carrying out the required duties</p> <p>Excellent skills in managing school premises and site staff Strong decision-making skills, with the ability to make decisions and recommendations.</p> <p>Capacity to work under pressure, to meet deadlines and organise priorities</p> <p>Plans communication effectively and acts as a role model in providing open, honest communication and feedback.</p> <p>Demonstrates focused implementation of role and responsibilities. Is accountable for own development.</p> <p>Understanding and respectful for confidentiality in relation to all issues connected with this role</p>	
Personal qualities	Team player, personable, emotionally intelligent with a sense of humour	

	<p>Understanding and respect for confidentiality in relation to all issues connected with this role</p> <p>To be reliable, punctual and have excellent attendance</p> <p>To be physically fit</p> <p>Demonstrates focused implementation of role and responsibilities. Is accountable for own development.</p> <p>Plans communication effectively and acts as a role model in providing open, honest communication and feedback.</p>	
Flexibility	To work flexibly to meet the needs of the Trust and its educational establishments. Can be required to work in any location within the Trust	

This job description/person specification may be amended at any time in consultation with the postholder.

Job Title:	Site Manager		
Chief Executive Officer's signature:		Date:	
Postholder's signature:		Date:	