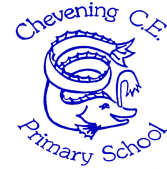


## Chevening (St Botolph's) CE (Aided) Primary School



Job Title:	Site Manager(s)
Hours:	37 hours per week split shift, 52 weeks per year
Salary:	KR6 (Pro-rata) £21,801 to £23,262

### JOB DESCRIPTION

#### Purpose of Job

To be responsible for the day to day security, management and monitoring of the school's site, buildings and facilities to ensure the provision of a high quality, safe and sustainable environment for staff, children and parents.

#### Principal Responsibilities

- Ensure that all areas of the site and buildings are secure, locking and unlocking as required and undertaking daily security checks.
- Act as a designated key holder providing out of hours and emergency access to the site.
- Contribute to the preparation and management of the premises budget.
- Procure competitive quotes for routine maintenance and one off works as required.
- Schedule and manage all routine servicing and safety checks of school systems.
- Oversee contractors onsite, checking that work is completely safely, to the required standard and within agreed timescales.
- Oversee cleaning service partners, to ensure specifications and service levels are met.
- Arrange and oversee emergency repairs, as required.
- Undertake minor repairs and maintenance of the buildings and site.
- Ensure the effective management and development of the school grounds, in collaboration with the grounds service partner,
- Monitor and ensure stock levels of all consumables on site.
- Receive deliveries to site.
- Undertake general portering duties, including moving furniture and equipment within the school, in line with health and safety regulations.
- Perform duties in line with health and safety regulations and take action where hazards are identified. Report serious concerns to the Bursar or Headteacher.
- Organise all external health and safety testing and ensure all recommendations are actioned without delay.
- Undertake regular health and safety checks of all buildings, grounds, fixtures and fittings.
- Take meter readings as required to ensure invoices are correct and budget monitoring is maintained.
- Collect and assemble waste for the site.
- Maintain a vehicle license and drive the school minibus as required. (A minibus driving test must be undertaken.)
- Undertake daily and seasonal maintenance of the swimming pool, inside and out, as required, including chemical dosing.
- Ensure all sustainable initiatives and practices are fully supported.

Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

***All staff should use and promote Standard English at all times***

***The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

## Person Specification (Bursar)

	<b>Essential</b>	<b>Desirable</b>
Qualifications	<ul style="list-style-type: none"> <li>• Good general level of education</li> <li>• Good level of literacy and numeracy (Minimum Maths and English GCSE/equivalent 'C' grade.)</li> <li>• Ownership and commitment to continuous learning and development</li> </ul>	<ul style="list-style-type: none"> <li>• Professional or trade qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Proven ability in managing a busy site with responsibility for security and health and safety</li> <li>• Knowledge of budget and monitoring of expenditure</li> <li>• Accustomed to managing contractors</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and experience in managing a swimming pool</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>• To act professionally and problem-solve</li> <li>• To respond positively under pressure</li> <li>• To undertake basic maintenance tasks</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Fully supportive and sympathetic to the strong Christian ethos of the school</li> <li>• Personable and able to build good relationships with pupils, parents, staff, Governors and outside agencies</li> <li>• Honest, hardworking and enthusiastic, presenting a professional manner at all times</li> <li>• Possess a sense of humour</li> </ul>	