

**JOB TITLE: Site Manager**

**SCALE:** Kent Range 7/8 Depending on Experience & Qualifications

**RESPONSIBLE TO:** School Business Leader and wider Senior Leadership Team (SLT)

**Hours:** 37 hours per week**.**

**RESPONSIBILITIES AND DUTIES:**

**Managing the site team**

Carry out porterage duties, such as moving furniture and equipment around the school

Maintain the general school premises, furniture and fittings, and report any issues to the school business leader

Carry out small repairs and DIY projects

Arrange larger repairs and obtain quotes from contractors

Advise on site development projects and make recommendations on site use

**Cleaning**

Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste

Carry out emergency cleaning duties, such as gritting and cleaning up spillages

Arrange an annual deep clean of classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on school premises

Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels

**Security**

Maintain the security of the school premises as the main key holder

Lock and unlock the premises as required, including out of school hours when necessary

Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off

Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures

Carry out regular checks of alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned

Advise the school business leader and Headteacher on all matters relating to school security and safety

Ensure the safe and smooth movement of school transport around, and on and off the school site

**Health and safety**

Ensure the appropriate maintenance, cleanliness and smooth running of school vehicles

Ensure the appropriate day to day and annual maintenance of the school hydrotherapy pool

Ensure a safe working and learning environment in accordance with relevant legislation

Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to the school business leader

Provide safe access to the school in cold weather conditions

Make sure all members of the team follow health and safety procedures

Monitor the work of contractors, ensuring safe working practice and quality of work

**Line management**

Manage the site team on a daily basis

Ensure school terms and holidays are sufficiently covered with staffing

Delegate tasks appropriately to staff and ensure the smooth running of the team

Carry out performance management duties and make sure all staff in team have relevant, required training

**Other areas of responsibility**

Be committed to the safeguarding and promotion of the welfare of children and young people

Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person

Promote equality for all individuals, recognising and encouraging anti discriminatory behaviour, respecting confidentiality (unless there are child protection implications), recognising rights and choices, and respecting personal beliefs and identity.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school site supervisor will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

**PERSON SPECIFICATION: Site Manager**

The following outlines the criteria for this post. Applicants who have a disability and who meet the essential criteria will be shortlisted. Applicants should describe in their application how they meet these criteria.

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|  | **Essential** | **Desirable** | **Assessment** |
| Experience | Experience of caretaking, building maintenance, security, including alarm systems, cleaning work, DIY, Working in a team Supervising a small team of staff, work with contractors | Site Manager experience  Site management or caretaking experience in a special school setting  Managing a team of site staff  Vehicle maintenance | Application  Interview |
| Qualifications | Courses related to site management or caretaking.  Willingness to undertake further training. | Additional specialist courses, such as Pool Plant & maintenance, minibus driving.  Qualifications Level 2 Award in Support Work in Schools | Application |
| Skills & Knowledge | Good knowledge of health and safety regulations, fire regulations  Ability to work flexibly and independently  Ability to contribute to and carry out risk assessments. | Specialist skills such as plumbing and or carpentry | Application  Interview |
| Personal Qualities & Behaviours | A commitment to safeguarding children  The ability to forge good relationships with a range of staff  Excellent organisational and record keeping skills.  A positive attitude towards people with special educational needs and disabilities  Ability to be flexible with a solution focused approach to problems.  Embraces change well  Deals with difficult situations effectively  Able to work flexibly and out of school hours as required  Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school |  | Application  Interview |
| Other Requirements | The ability to prioritise and juggle priorities at short notice.  Be reasonably fit to carry out the duties of the job |  | Application  Interview |