



## Cliftonville Primary School

### Site Manager

**Salary:** Kent Range 7 (Points 21 to24 - £25,364 to £27,947 pa)

**Hours:** 37 hours per week 52 weeks per annum

**Responsible to:** School Business Manager

**Line Manager to:** Caretaker, Cleaning Staff

#### MAIN PURPOSE OF THE JOB

In conjunction with the Business Manager, the overall purpose of this role is to support the management and development of the school site and premises. This will include managing issues as they arise, developing a premises and maintenance plan to ensure that the premises are fit for purpose and meet the requirements of health and safety legislation and the curriculum.

The post holder should manage and supervise the workload of the Site Team in such a way as to discharge the duties and responsibilities scheduled below. Responsibility includes, security, caretaking, cleaning, and general maintenance needs of the premises.

#### PRINCIPAL ACCOUNTABILITIES

- In conjunction with the School Business Manager, to develop a short and long term rolling maintenance programme for the development and upkeep of the school site and then execute the agreed programme.
- To implement the annual maintenance plan which identifies and schedules service contracts and long term non-recurring, short term cyclical and preventative work.
- To maintain and develop physical resources on the estate (buildings, materials and equipment) to a high standard so that optimum use can be made of them for school purposes.
- Ensure that routine maintenance service checks are carried out on all serviceable equipment i.e. boilers, air conditioning, firefighting equipment, pumps, batteries etc by designated maintenance companies.
- Direct contractors to the estate, explain the nature of the repairs, monitor their performance and inspect completed work. In addition, ensure that contractors are aware of relevant health and safety measures in force at the school.
- Liaise with contractors regarding specialist cleaning, grounds maintenance and other maintenance requirements. To ensure the completion of the control of contractor's safe working permits, Method Statement and risk assessments have been completed.
- Oversee onsite maintenance contractors, ensuring relevant contractors pre checks has been completed prior works commencing, (ie relevant public liabilities has been gained), checked the work has been completed to required standards and within required timescales.

- Ensure contractor documentation and building compliance are completed on the schools' Every Compliance system.
- Ensure that contractors have completed a prequalification Questionnaire (PQQ)
- Take responsibility for all Health and Safety, Fire matters throughout the school.
- The Site Manager will ensure that our Health and Safety documentation is kept up to date and ensure that the school is fully compliant with all up to date legislation
  - ❖ Legionella surveys are taken every 12 months
  - ❖ Fixed Wire testing is carried out as the law dictates
  - ❖ PAT testing is carried out and kept up to date on all electrical appliances.
  - ❖ Fire Assessments completed and accurate record keeping.
  - ❖ Boiler and other mechanical equipment is regularly serviced
  - ❖ Servicing of removable walls
- Ensure that buildings and the site are secure, including during out of school hours and taking remedial action if required. To be responsible for the issue of keys/fob and that a register is maintained.
- To operate the school's Boiler Management System (BMS) particularly at the start of the school day to ensure that the heating and cooking facilities are working and to report any known defects to the School Business Manager and SLT.
- To ensure that the school site is kept substantially free of litter and debris so that a clean and tidy appearance is maintained.
- To ensure that the Caretaker is directing the Cleaning Team in maintaining the cleanliness of the school to a high standard.
- Contribute to the management of the premises budget and to obtain three procurement quotes, in line with the Finance Policy, for routine maintenance work on school premises.
- To undertake proactively, routine repairs, maintenance and regular health & safety checks of buildings, grounds, fixtures and fittings, in liaison with the School Business Manager, thus making sure at all times that safe working practices are followed including any COSHH requirements and appropriate risk assessments have been completed.
- To take action where hazards are identified and report serious hazards to the line manager immediately.
- Arrange emergency repairs.
- In inclement weather to ensure that access points and entrances are substantially clear e.g. from snow and ice in accordance with the school's 'snow plan'.
- Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms). To ensure all appropriate logs are recorded effectively.
- Monitor/ stock take materials and/order supplies.
- Undertake general portage duties, including moving furniture and equipment within the school
- To work with the Finance Officer and School Business Manager to facilitate lettings and carry out associated tasks in readiness for the letting.

## QUALIFICATIONS

- To have proficient technical and practical skills.

## EXPERIENCE

- Previous relevant experience.

## SKILLS AND ABILITIES

- Ability to use a wide range of machinery/equipment e.g. kitchen, cleaning, gardening and general maintenance.
- Knowledge of client groups, work groups and the working environment.
- Ability to organise and prioritise own workload and that of others when required.
- Ability to identify changes required to work routines and act upon them in liaison with the Business Manager, clients and others as relevant.
- Ability to maintain accurate and timely records as required by the role e.g. legionella records, waste management, contractors' schedules, etc.
- Ability to solve basic problems and to identify those that should be referred to the Business Manager.
- Ability to understand information and liaise with others accordingly.
- Has written and numeric skills in order to complete more detailed records and reports.
- Able to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate.
- Ability to listen, observe and contribute to discussions as required for the role e.g. work plans, Health & Safety meeting etc.
- Ability to communicate using information technology as required for the role.

## KNOWLEDGE

- Knowledge of minor maintenance and repair.
- Knowledge of how own job fits into the activity and role of the area/site
- Understands and able to apply Health and Safety procedures relevant to the job such as:
  - Manual handling;
  - safe use of machinery and/or equipment
  - COSHH
  - Legionella
  - First Aid and Hygiene Practice
  - Emergency and Fire Evacuation Plans
  - lone working procedures and responsibilities
  - Able to recognise and to deal with emergency situations
  - Will need to undertake training to keep knowledge up to date

## HEALTH & SAFETY

Employees have a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Workers must co-operate with employers and co-workers to help everyone meet their legal requirements.

## SAFEGUARDING

All staff are responsible for the safeguarding of children in line with the school's Safeguarding (Child Protection) Policy. All new staff will be provided with training to enable them to do so.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Headteacher and Business Manager.

This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Whilst every effort has been made to explain the main 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 a manager to undertake work of a similar level that is not specified in this job description.

**Arrangements for appraisal of performance:**

There is an annual appraisal cycle carried out by line managers which seeks to acknowledge success, resolve problems and identify training/development needs.



**Cliftonville Primary School**  
**Site Manager**

**PERSON SPECIFICATION**

*Desirable in italics*

<b>PERSONAL</b>
<ul style="list-style-type: none"> <li>✓ Attendance – evidence of regular attendance at work</li> <li>✓ Reliable and punctual</li> <li>✓ Flexible with working hours, if necessary</li> <li>✓ Resourceful, patient and resilient.</li> <li>✓ Calm, unflustered manner.</li> <li>✓ Be well organised</li> <li>✓ Ability to work in a team and alone.</li> <li>✓ Flexible approach to supporting children and families.</li> <li>✓ Ability to maintain a professional manner in challenging situations.</li> <li>✓ Recognise the need for confidentiality</li> <li>✓ An understanding of, and commitment to, equal opportunities, and the ability to apply this to strategic work and day-to-day situations</li> <li>✓ Willingness to undertake training as and when required</li> <li>✓ <i>Enjoys working within education</i></li> <li>✓ <i>A friendly manner and good sense of humour</i></li> </ul>
<b>COMMUNICATION</b>
<ul style="list-style-type: none"> <li>✓ Excellent written and verbal communication skills</li> <li>✓ Ability to liaise with different groups of stakeholders</li> <li>✓ Ability to communicate with all stakeholders in a calm manner</li> <li>✓ Accurate record keeping</li> <li>✓ Computer literate</li> </ul>
<b>QUALIFICATIONS AND TRAINING</b>
<ul style="list-style-type: none"> <li>✓ GCSE or equivalent in English</li> <li>✓ GCSE or equivalent in Mathematics</li> <li>✓ IT experience</li> </ul>
<b>KNOWLEDGE /SKILLS</b>
<ul style="list-style-type: none"> <li>✓ Feels confident in carrying out tasks detailed on job description</li> <li>✓ Have a good understanding of the influence of personal behaviours, demonstrating a flexible, calm approach to people and situations</li> <li>✓ To have the ability to prioritise and time manage</li> <li>✓ To possess excellent interpersonal skills</li> <li>✓ Able to work under pressure</li> <li>✓ Able to use initiative and work unsupervised</li> <li>✓ Able to meet deadlines</li> <li>✓ Use of practical skills</li> </ul>
<b>OTHER SPECIAL CONSIDERATIONS</b>
<ul style="list-style-type: none"> <li>✓ No adverse criminal record.</li> <li>✓ Flexibility in work pattern may be required occasionally.</li> <li>✓ <i>Car owner or access to mobility transport, with full driving licence</i></li> </ul>