



## **JOB DESCRIPTION: SITE MANAGER**

**Hours:** 07.00 – 18:30 Full Time

**Salary:** £30,000 + Accommodation  
25 Days leave

**Reporting to:** Bursar

### **THE SCHOOL**

Bishop Challoner is a highly successful and ambitious school providing a warm and welcoming community where each member is embraced and encouraged to flourish and achieve.

We are committed to providing an environment in which all pupils are challenged to be the best they can be, and one in which pastoral care and wellbeing underpin academic and co-curricular excellence. This rings true in the school's motto - 'Dare to do your best'.

We believe in providing an education for life and we seek to ensure that the learning experience at our school blends the best of tradition with the exciting opportunities provided by developing new skills and aptitude for an ever-changing world. Learning how to learn is a key facet of our education philosophy and is an essential need for the twenty-first century.

We believe that a truly excellent school is about more than academic achievement alone: it is about developing a real passion for learning; a capacity for independent and critical thinking; self-awareness and resilience; self-confidence without arrogance and genuine interests that extend beyond the classroom walls.

At Bishop Challoner we focus on developing the whole person, aiming to ensure that each pupil leaves us ready for the challenges of life at university or the world of work, and understanding their responsibilities towards others.

We want our pupils to leave Bishop Challoner well equipped to engage positively with a rapidly changing world as accomplished problem solvers and confident individuals with a clear appreciation of and respect for the views and potential of others.

### **JOB SPECIFICATION AND CORE RESPONSIBILITIES**

The role of Site Manager will have the following responsibilities:

#### **Caretaking**

- Responsible for School security, heating, maintenance of the buildings, grounds and any minor repairs;
- Present out of School hours for PTA and other functions;
- Opening the School in the mornings and locking up in the evenings, including the gates;

- Ensuring that all alarm systems are operating each evening and weekend;
- Ensuring that the heating system is operating efficiently, including frost precaution procedures;
- Maintaining the School Buildings and grounds and keeping all areas clean, tidy and safe;
- Manage the cleanliness of litter, leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt. Order any necessary de-icing materials;
- PAT testing;
- Accepting that the site plays a huge role in marketing the school and work with the school's Marketing and Communications Officer to deliver a site that gives parents a sense of the high quality environment the school seeks to provide;
- Basic decorating;
- Removal of all graffiti as required;
- Mowing the grassed areas within the School grounds and marking out Junior athletics during the Summer term;
- Attending School functions eg. Open Days, Parents' Evening and PTA events in order to open and close the buildings;
- Co-ordination and overseeing a maintenance programme for site security, plant and equipment, school furniture, vehicles, heating and lighting, water, drainage, grounds, sports facilities and other services and reacting promptly when failures or hazards occur;
- Moving chairs and equipment as required on a daily basis;
- Completing minor repairs and decorations;
- Attending immediately if an emergency arises, ie blocked drain, broken window etc;
- Carrying out the cleaning of the buildings and grounds, ensuring that the school is in as pristine condition as possible;
- Managing the reading and recording of all meter readings;
- Advising the Headteacher and/or Bursar of any dangerous structures, incidents, near misses or matters requiring attention. Reporting of all defects immediately;
- Driving, maintaining and cleaning the School minibus as required.

#### Lettings

- To develop a lettings strategy to increase the out of hours use of the site;
- Ensuring that those on regular and one off lettings enjoy a customer focused experience at the school and seeking to develop this side of the school's activities;
- Developing a lettings programme to extend viable income to the school;
- Ensuring cover arrangements for lettings and out of school hours' functions;
- Ensuring the security of the building including overseeing the opening and locking up of buildings for lettings

#### Project Management

- Drawing up outline specifications for new buildings or improvements to premises, obtaining tenders, planning permission, liaison with school architects and builders;
- Appointment, Management and Monitoring of Contractors; compilation of contractor Health & Safety documentation including contractor references, public liability insurance and associated RAMS (Risk Assessments / Method Statements);

- Developing with the Trustees a five year rolling site Development Plan and then liaising with the school's architect and advisors to deliver agreed projects and obtain best value for money.

#### Health and Safety

- Maintenance of school buildings. Preparation of maintenance schedules and keeping of records (eg. weekly fire alarm testing, water temperature checks to prevent legionella etc);
- The installation and maintenance of equipment for the detection, warning, protection and escape from fire. To ensure the necessary fire risk assessments are carried out;
- The maintenance and efficiency of the installations and plant for electric and gas supply, heating, domestic hot water, water softening etc;
- Arranging servicing visits (eg. legionella, aircon, CCTV, boiler maintenance);
- Undertake minor repairs to fixtures and fittings;
- Reporting all defects which require specialist repair;
- Ensure that catering areas meet the requirements for hygiene and food safety;
- The maintenance of the lighting and ventilation in all school buildings;
- Be responsible for ordering the supply, and maintaining stock levels, of hygiene materials;
- Maintaining an up to date list of all hazardous substances and where they are located.

#### Management

- Supervision of caretaking, cleaning, grounds and catering staff to maintain effective working relationships and ensuring work schedules and standards are maintained;
- Manage, plan, allocate, coordinate and oversee the activities of the Assistant Caretaker to ensure tasks are carried out;
- Management of cleaners to ensure delivery of the cleaning specification;
- Management of gardeners to ensure delivery of the grounds specification;
- Management of caterers to ensure the provision of a quality catering service, responding to the wishes of parents and pupils

Any other duties identified by the Bursar or Headteacher.

#### **GENERAL RESPONSIBILITIES AND DUTIES**

- To promote and uphold the Catholic ethos of the school;
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example. Ensure that the school guidelines have been consulted and followed;
- Work towards and support the school vision and Senior Leadership Team in creating a culture for learning, high standards of achievement and success;
- Support and contribute to the school's responsibility for the welfare and safeguarding of pupils;
- Work within the school's health and safety policy to ensure a safe working environment for staff, pupils and visitors;

- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues;
- Engage actively in the performance review process, attend meetings and staff training;
- Undertake other reasonable duties related to the job purpose required from time to time.

#### **PERSON SPECIFICATION**

- A proactive approach and the ability to use their initiative and be innovative;
- Excellent time management skills;
- Good communication skills, oral and written;
- Good organisational and hands on maintenance skills;
- Ability to perform physical tasks;
- Understanding the principles of Health & Safety in a school environment;
- Willingness to undertake training courses as required (eg. PAT testing, Working at Height);
- Experience of working in a customer focused environment;
- The ability to engage and motivate staff and supervise and manage the workload of others;
- The ability to relate well to pupils, parents, staff, visitors, suppliers, contractors and all members of the wider school community;
- A positive outlook and enthusiasm for the school and the post;
- Sound IT skills and a proven ability to carry out administration tasks effectively and efficiently;
- Knowledge of current health and safety legislation and the ability to carry out and write risk assessments and to advise other staff (including teaching staff) on the risk assessment process (or the ability to develop these skills with training);
- An understanding of the school environment and current safeguarding and school inspection practices;
- The ability to be flexible in their working hours.

The above job description is subject to reasonable review and may be changed in line with the school's needs, following consultation with the post holder.