



## JOB DESCRIPTION

---

JOB TITLE:	Site Manager
RESPONSIBLE TO:	School Business Manager
LOCATION:	Culverstone Green Primary School
SALARY GRADE:	Kent Range 6
HOURS:	37 hours per week, 52.14 weeks per year (25HPW at Culverstone, the remaining hours to be used across all Trust schools based on need)

---

### Purpose of the Job:

To be responsible for the security, maintenance, cleaning and operational functions of the school.

### Key duties and responsibilities:

1. Ensure that buildings and the site are secure, including out of school hour emergencies and taking remedial action if required.
2. Be responsible for securing the school after evening meetings and out of school hour events.
3. Act as a designated key holder, providing out of hours and emergency access to the school site when required.
4. Procure quotes for routine maintenance work on school premises.
5. Be responsible for managing other site staff including cleaning staff and grounds persons.
6. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms).

7. Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site.
8. Arrange emergency repairs as required following The Golden Thread Alliance's finance procedures.
9. Arrange regular maintenance and safety checks.
10. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
11. Undertake general portage duties, including moving furniture and equipment within the school.
12. Perform duties in line with health and safety regulations (COSHH), and take action where hazards are identified, report serious hazards to line manager immediately.
13. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire and health and safety regulations) and equipment, in line with other schedules.
14. Ensure that accurate and up-to-date records of all checks and remedial works are kept according to the Trust's processes and procedures.
15. Responsible for the school purchase card used in line with The Golden Thread Alliance' finance procedures, for the purchase of materials to carry out repairs.
16. To work in all schools in The Trust, as and when necessary as directed by the COO or DCOO.

Individuals in this role may also undertake some or all of the following:

1. Ensure the operation and maintenance of specialised equipment following training, for example sports/theatrical equipment.
2. Provide training on health and safety issues to other premises staff.
3. Facilitate lettings and carry out associated tasks, in line with local agreements.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks. The postholder may be required to do other duties appropriate to the level of the role. *This job description may be subject to amendment or modification at any time in consultation with the post holder.*

### Personal Responsibilities

- Carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Promote the safeguarding of children.
- Take care for their own and other people's Health & Safety.
- Use initiative in time management to organise own workload to meet deadlines.
- Contribute to the overall ethos, work and aims of The Golden Thread Alliance.
- Undertake training and professional development as appropriate.
- Undertake other duties appropriate to the post that may reasonably be required.
- Be aware of and follow policy on confidentiality.

- Create and maintain good working relationships among all members of the school community.
- Must have a full UK driving license.

PERSON SPECIFICATION

	CRITERIA
KEY REQUIREMENTS / EXPERIENCE	<ul style="list-style-type: none"> <li>• Must hold a clean and valid driving licence and have the ability to travel to site in a timely manner.</li> <li>• Have sound DIY and practical skills.</li> <li>• Be flexible and be able to work under pressure.</li> <li>• Previous relevant experience working within a school including supervisory experience.</li> <li>• Experience of using Microsoft packages to write reports and communicate with stakeholders.</li> <li>• Knowledge of COSHH and health and safety regulations.</li> </ul>
ESSENTIAL SKILLS AND ABILITIES	<ul style="list-style-type: none"> <li>• Wider awareness of the related working environment e.g. client groups.</li> <li>• Has an understanding of health and safety compliance and the desire and ability to learn more by attending training courses.</li> <li>• Use of wide range of machinery/equipment e.g. kitchen, gardening and general maintenance.</li> <li>• To line manage the site team's daily tasks, rotas and manage own workload in order to achieve the job.</li> <li>• Ability to identify changes required to work routines and act upon them in liaison with supervisors, clients and others as relevant.</li> <li>• Ability to maintain accurate and timely records as required by the role e.g. client diaries, contractors' schedules, etc.</li> <li>• Ability to deal with everyday problems and to identify which problems should be referred to supervisor.</li> <li>• Ability to monitor job activities as required by the role.</li> <li>• Ability to understand information and advise and liaise with others accordingly.</li> <li>• Ability to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate.</li> <li>• Has written and numeric skills in order to complete more detailed records and reports.</li> <li>• Ability to influence, encourage, persuade and negotiate with others to achieve desired results (e.g. to diffuse bad behaviour, to ensure work is carried out in accordance with plans, etc.).</li> <li>• Has strong IT skills with the ability to send emails, scan documents, as required for the role.</li> <li>• To be committed, flexible and adaptable during out of hours callouts.</li> </ul>
KNOWLEDGE	<ul style="list-style-type: none"> <li>• Knowledge and expertise in minor maintenance and repair.</li> </ul>

	<ul style="list-style-type: none"><li>• Knowledge of financial/ordering/monitoring procedures as required.</li><li>• Knowledge of how own job fits into the activity and role of the whole school.</li><li>• Understands and able to apply Health and Safety procedures relevant to the job such as:<ul style="list-style-type: none"><li>- Manual handling.</li><li>- Safe use of machinery and/or equipment.</li><li>- COSHH</li><li>- First Aid and Hygiene Practice.</li><li>- Lone working procedures and responsibilities.</li></ul></li><li>• Able to recognise and to deal with emergency situations.</li><li>• Able to be conscientious in terms of health and safety priorities such as water hygiene testing and Asbestos</li><li>• Will need to undertake practical and online training to keep knowledge up to date.</li></ul>
--	---

Signed: .....

Date: .....

Employee