

# **HAMPTON PRIMARY SCHOOL**

## **JOB DESCRIPTION**

### **SITE MANAGER**

Responsible to the School Business Manager and ultimately the Headteacher.

#### **Job purpose**

The Site Manager is responsible for the day-to-day operational management, safety and security of the school site. The Site Manager is responsible for ensuring that the school is well-maintained, safe and secure site for all users. The Site Manager will ensure high standards of site supervision and effective use of resources to enhance the learning environment for students and staff. The Site Manager has contact with numerous outside contacts including NPS, water companies, Local Authority departments, suppliers and contractors. Contact would be both written and verbal.

#### **Key areas**

- A. Premises related Health and Safety issues.
- B. Management of maintenance and repairs on site. Manage and maintain work schedules and ensure quality control of works completed.
- C. Lettings management.
- D. Security.
- E. Other duties.
- F. Budget management

#### **Key Tasks**

- A1. Adhere to the H&S Policy.
  - A2. Check site regularly for any potential Health and Safety issues. Take corrective action where necessary.
  - A3. Keep accurate records for Fire safety checks as per OCC Fire Safety Folder.
  - A4. Keep accurate records of Water safety checks as per OCC Water Safety Folder.
  - A5. Ensuring properly specified agreements are maintained for annual/periodic service inspections of mechanical, gas and electrical fittings including lifts and hoists.
  - A6. Complete Risk Assessments as required and take any corrective actions where necessary.  
Management of CCTV system.  
Manage the holding and issuing of keys.
  - A7. Attend school Health and Safety Committee meetings.
  - A8. Undertake any other site related Health and Safety work as required.
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- B1. Maintain and manage a schedule of works to ensure that the site is kept operational. Prioritise work as appropriate.
  - B2. Create and maintain an annual schedule of maintenance and decoration.
  - B3. Arrange for the provision of specialist materials for improvement and maintenance projects to ensure the cost effective use of budget in such projects.
  - B4. Complete all repair and maintenance tasks around the site, inside and out, including plastering, decorating, repairs on furnishings and buildings, including woodwork, to ensure a safe environment is maintained.

- B5. Co-ordinate and supervise approved on-site contractors to ensure the smooth operation of maintenance work on the school site, ensuring all requirements are met including the provision of risk assessments and completion of the asbestos register.
  - B6. Ensure accurate records are kept of all work carried out.
  - B7. Meet regularly with the SBM or Headteacher to ensure that there is good communication between the Site Manager and Senior Management.
  - B8. Co-ordinate and undertake large-scale improvement and maintenance projects across the site to improve the learning environment. This may include compiling reports, applying for planning permission and the associated work involved.
  - B9. Assist with continuous improvement of environmental initiatives within school e.g. cutting waste and energy use where possible.
  - B10. Have a system in place to report to the SBM on a monthly basis the current spend to date on Buildings Maintenance, Grounds Maintenance, Security and Health & Safety, including details of projects undertaken and projects planned.
  - B11. Monitor and check energy and water consumption to ensure efficiency, reading meters on a monthly basis.
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- C1. Oversee the out of hours lettings; ensure needs of clients are balanced with the needs of the school. Market the schools facilities.
  - C2. Maintain a Lettings diary and ensure all external users adhere to school Lettings policy.
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- D1. Manage the day-to-day security of the school site.
  - D2. Manage all routine safety checks around the site, to include fire safety, risk assessments and legionellae maintenance to ensure safety of all people on the school site.
  - D3. Be aware of, and report as necessary, security issues both during normal opening hours and out of hours.
  - D4. Be main key holder for the school site.
  - D5. Courier duties as required by the SBM/Headteacher, including taking cash to be banked as required.
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- E1. Undertake emergency cleaning as required, maintaining a schedule to clean external overhead canopies, drainage gullies, lampshades, light diffusers, fan filters etc, taking account of instructions given on cleaning at heights.
  - E2. Manage and monitor cleaning contract and liaise/quality control.
  - E3. Receive goods and supplies and distribute as necessary.
  - E4. Move such items of school furniture as required, with due regard to current H&S and Moving and Handling regulations.
  - E5. Emergencies:-  
Clean sickness and spillages as required  
Deal with or arrange to be dealt with all bursts, leaks, floods, fires and breakages as appropriate.  
Deal with, or arrange to be dealt with, all electrical and gas emergencies, making safe initially by turning off supply.  
Ensure access for emergency services, assist as necessary and secure premises as required.
  - E6. Clean and be responsible for the tidiness of paths, drives and other hard surfaces within the site grounds and the immediate surrounds in the outside road and check perimeter fence.
  - E7. Keep paths, access points and entrances free of snow and ice to ensure safe passage.
  - E8. Replenish soap, towels, toilet paper to all lavatories on the site as necessary.

- F1. Be mindful of best value at all times and discuss funding issues with SBM
- F2. Ensure that all works are carried out within the confines of allocated budgets.
- F3. Under the supervision of the SBM, manage the budget for Buildings Maintenance, Grounds Maintenance, Security, Health & Safety and Cleaning & Caretaking supplies (c. £60,000).

In addition the Site Manager will be expected to carry out any reasonable instruction given by the Headteacher or such authorised person in order to ensure the efficient running of the school.

### **Terms and Conditions**

KR6 - KR7

40 hours per week

Some overtime is expected for call-outs/lettings/events (actual as agreed with SBM/Headteacher).

### **Person specification.**

#### **The person appointed will:**

- Have the ability to relate easily to a wide range of people, through an even temperament and a good sense of humour
- Be self-motivated, pro-active and able to work in a very autonomous way, being able to direct and manage own workload, with strong organisational skills
- Be able to manage a physically demanding schedule
- Be flexible and adaptable
- Have a clear understanding of aims and values of a primary school
- Be open minded and willing to undergo training as required and for self development
- Be able to use your own initiative
- Have a clean current driving licence
- Be able to contribute to the strategic development plan for the school site

#### **Qualifications and experience**

The person appointed will have:

- Extensive background in the building trade c.10 years to include experience in a range of disciplines (carpentry, plumbing, electrics, plastering)
- Ability and experience of using a wide range of machinery
- Understanding of health and safety requirements of a large site and the ability to recognise and take action to avoid potential risks under Health & Safety legislation
- Successful management experience
- Excellent communication skills
- Good IT skills or a genuine willingness to be trained to the level required.