



Job Description

Employees of the Skills for Life trust will ensure they are positive role models by demonstrating the Trust's Mission Statement and Values.

Post Title: Site Manager

Reporting to: Trust Manager

Purpose

As part of the Trust Site Team to be responsible for the general maintenance, cleanliness and security of the Academy and to maintain the premises (both internally and externally) in a clean, safe, sound and secure condition for staff, pupils, parents and community users.

To participate, co-ordinate and guide the Site Team, as appropriate, to ensure the above is achieved. To take responsibility for aspects of Health and Safety as necessary under guidance from the H&S Officer.

Duties and responsibilities (may be delegated to the Site Team)

Security

- To be the main key holder and to be responsible for the maintenance of keys, the electronic alarm system and be the first responder to emergency call outs. This includes the routine and non-routine opening and closing of the school and the setting of alarms; ensuring, either personally or by delegation that the school is locked and secure, with fire doors or all windows closed at the end of the school day and after any school functions, lettings or community use.
- To ensure that all alarm systems are functioning properly and that routine maintenance is carried out by contractors.
- To maintain and keep accurate records of all site allocated and master keys.
- To provide a first point of contact for all visitors, hirers to the site, outside of normal working hours. To be responsible for ensuring that all visiting contractors and deliverers act in accordance with the Health and Safety Policy.
- To ensure proper security and adherence to the Health and Safety Policy at all times and any event held outside of the school day, including meetings, open evenings, lettings and special events. To ensure that the Site Team carry out the same.

- To alert the appropriate person of any risk to a breach of security and deal with any incident affecting security as directed.
- To attend, or where delegated to a member of the site team, to walk the perimeter of the site at the start and end of school day. Reporting any concerns to appropriate persons. Maintain a log of these walks and comments, hazards and actions taken.
- To ensure that lighting is kept in good working order.
- Supervising contractors as appropriate, regarding access to the site, monitor and log the progress of the work.

Purchasing and storing

- Stock management of the cleaning and maintenance needs within the allocated budgets preferable on a computerised system.
- Ensure the proper and safe storage of all the equipment and materials that are within the above categories.
- Ensure the proper maintenance of all machinery related to the above categories.
- Maintain records (e.g. COSSH), auditing all stock related to these categories and any maintenance/repair of equipment.

Repair and maintenance

- To be responsible for a regular schedule of inspections throughout the buildings.
- In conjunction with the Headteacher and Trust Manager develop an action plan for modifications, improvements and any work that needs to be undertaken or any issues where health and safety is at risk. This includes lighting, ventilation, fire-fighting equipment and heating systems.
- Ensure the regular checking by outside contractors of those system that require such checks, including but not limited to electrical testing, alarms, heating systems, fire services, security alarms.
- Be responsible for recycling schemes as appropriate.
- Check and control the heating throughout the school, ensuring efficient and cost effective function.
- To deal with emergency situations such as, but not limited to,
 - 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.
- Subject to safety regulations, redecoration of any area, agreed as reasonable.
 - Make repairs if they are within the skill set of the individual.
 - Manage contractors to complete their work and to ensure that the work has been completed in a proper and timely manner, and comply with all health and safety rules.
 - Keep a maintenance log of routine and non-routine task, agreeing tasks with the Site Team, distributing the tasks fairly to ensure priority to urgent works.
 - To prioritise and undertake the programme of minor works at the school, taking into account urgent need and health and safety issues e.g. locks, windows, gutters and paintwork.
 - Maintain the school grounds in conjunction with the grounds contractors to a high standard, including lawns, bedding, driveways ensuring grounds are litter free.
 - To assess maintenance/space needs where necessary and use initiative to take appropriate action. Meet with appropriate staff on a regular basis and give advice and make recommendations for improvements.
 - In consultation with the appropriate person negotiate prices for work to be carried out in school to ensure best value.

Lettings

- Liaise with the Lettings Coordinator to ensure instructions for lettings are received in a reasonable, timely manner.
- Where required, to be onsite (or delegated site team) during the letting agreement.

Portage

- Undertake any necessary portaging duties in line with correct handling policies.
- Manage and assist with all deliveries to the school, ensuring the proper storage where reasonable and delegate distribution of all goods. Deliveries should not be left unattended, and should be delivered within 24 hours of receipt. Maintenance items delivered are to be checked and delivery notes, annotated with the works for which needed, being given to the Finance Department.

Health and Safety

- To regularly inspect and record health and safety walks with a senior member of staff. To record and document areas of concerns, suggesting remedial actions.
- To assist the H&S officer whole school risk assessments, reviewing and preparing new assessments.
- To be responsible for the control of the Fire Alarm System, including carrying out fire drills in consultation with the appropriate person.
- Assist with evacuation of premises and liaise with emergency services, if appropriate.
- Ensure the proper use and storage of all tools and equipment being used to fulfil the job description.
- To ensure duties are undertaken in accordance with the Health and Safety Policy including risk assessment and safety systems and to wear protective clothing as required and in line with Health and Safety protocols.
- To carry out equipment testing as necessary and report any faults to the appropriate person
- To be able to take water and temperature readings, enter into log book and make any adjustments if required.
- To be the on-site Health and Safety representative
- Maintain Health and safety records

Other responsibilities

- To ensure that alternative provision is in place in the event of absences through sickness or holidays in consultation with the Trust Manager.
- To meet with the Trust Manager on a regular basis to report any issue arising.
- To work with minimal supervision and within agreed given timescales.
- To monitor the quality of cleaning undertaken, liaising as necessary regarding standards of cleaning throughout the school.
- Maintain all logs and appropriate records and actions in accordance with procedures.

The above list is indicative and not exhaustive. The post holder is expected to carry out all such additional duties as are reasonably commensurate with the role.

Employees are expected to present themselves and to act in a professional manner at all times, according to The Skills for Life Trust Code of Conduct.

I agree that this job description conveys an accurate description of this job.

This job description is not exhaustive and subject to review by the Trust Manager / Headteacher in consultation with the post holder as appropriate to the changing needs of the Trust, or anticipated changes in the job commensurate with the grade and job title.

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.

The Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

Signed..... Date.....
Employee

**Site Manager
Person Specification**

SKILLS AND ABILITIES	<ul style="list-style-type: none">• IOSH or NEBOS qualification - working towards, or willing to study to gain qualification.• PPO qualification - working towards, or willing to study to gain qualification.• Experience of carrying out specialist building maintenance work, within the reasonable capacity of a normal handyman.• Experience of keeping accurate records.• Able to undertake a range of caretaking and cleaning duties• Able to identify work priorities and manage own workload, whilst ensuring that lower priority work is kept up to date• Able to demonstrate a range of practical skills and experience related to school maintenance.• Able to act on own initiative, dealing with any unexpected problems that arise.• To be able to communicate effectively both orally and in writing.• To work as part of a team and form good relationships with other colleagues.• Willingness to participate in further training and development opportunities offered by the school to further knowledge.
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