



Site Manager
37 hours per week, 52 weeks per year

Salary - Kent Range 7 or 8

Accountable to: **School Business Manager
and ultimately the Headteacher**

Directly Responsible to the Post holder: **Site Operative
Housekeepers**

Hours: 37 hours per week throughout the year with a paid holiday entitlement of up to 30 days (dependant on grade and length of service). Holidays are to be taken mainly during the school holidays. Holidays taken within term time must be discussed and agreed with the Headteacher in advance.

Person specification

- Pride in the school and its surroundings
- Commitment to the well being of all pupils/students and staff
- An understanding of our pupils/students and the impact that their SEN can have on the school environment
- A can-do attitude
- Use of wide range of machinery/equipment
- Knowledge and expertise in maintenance and repair including but not limited to simple plumbing, decorating, minor building, e.g. wall repairs, fixing furniture.
- Ability to understand information, advise and liaise with others accordingly.
- Minimum qualifications - 4 GCSE's at grade B or above, which must include Maths and English
- Methodical and well organised, with excellent time management skills
- Ability to organise others and own workload in order to achieve the job.
- Understand and able to apply Health & Safety procedures relevant to the job such as:
 - Manual handling
 - Safe use of machinery and/or equipment
 - COSHH
 - First Aid Level 3 and Hygiene Practice
 - Lone working procedures and responsibility
 - Working at Heights
 - Risk Assessments
 - Hydrotherapy Pool Management
 - Asbestos Awareness
 - A current, clean driving license
- Relevant skills and ability to manage a range of varied tasks effectively and efficiently
- Able to recognise and to deal with emergency situations
- Committed to effective team working, with ability to work independently using own initiative

- Committed to personal development and prepared to undergo training with the ability to complete tool box talks and give one-one site training when required.

Site Manager Responsibilities:

- To manage all aspects of the premises and site including security, maintenance, improvements, cleaning (including removing litter, tidying of the grounds and emptying of the bins), fire precautions, health and safety, responding to day to day school/classroom issues, e.g. pupil/student toileting accidents/sickness, managing room set-ups and the practical (i.e. rather than financial) arrangements for lettings, including the possibility of having to lock-up afterwards.
- Create, manage and account for associated, delegated budget allocations.
- To have site/project management responsibility for all building project works on site
- Comply with all school policies and procedures, reporting all concerns to an appropriate person.
- Ensure compliance is met with all essential plant and maintenance regulations, through regular testing, inspections, servicing and maintenance schedules and records are kept; updated and available.
- Provide tenders for site functions/ equipment using the current procurement framework

Duties:

- To take pride in and regularly monitor the overall condition of the premises and site and take appropriate action to effect repairs, make improvements, keep clean, keep clear, keep tidy and maintain very high standards of hygiene, ensuring that high standards of Health and Safety are maintained at all times.
- To ensure the security of the premises and equipment.
- To record all incidents of vandalism, damage and graffiti. Taking action to rectify damage where needed, liaise with the School Business Manager on the pursuance of any insurance claim and liaising with the police where necessary.
- To ensure that all materials and equipment are in good working order and met health & safety regulations whilst properly and securely stored.
- To ensure that all electrical equipment is PAT tested in accordance with requirements.
- To ensure that all mobile hoists are tested half-yearly, all insurance documentation is kept up to date and records/reports are filed and retained. To ensure changing beds are checked yearly and records kept up to date of maintenance and any repair works that may be required.
- To ensure that the premises, staff and pupils are protected from the risk of fire by properly maintained alarm systems and fire-fighting equipment.
- To ensure that staff, pupils and any visitors present at the time take part in a fire drill at least 3 times a year, that any deficiencies in this are discussed and rectified and that a record is kept of action taken.
- Manage and deploy staff as necessary to carry out maintenance and cleaning works.
- Provide staff training where necessary, including monitoring staff performance (through Performance Management) and, in liaison with the School Business Manager, taking disciplinary action where necessary.
- Assist with recruiting premise staff, appoint and provide induction training for new members of the staff as necessary.
- Manage all maintenance, repair, cleaning and capital budgets, with ordering equipment and materials, seeking tenders and agreeing contracts, ensuring best value principles are applied when purchasing. Whilst ensuring all procurement processes are in accordance with the schools Finance Policy and the school's financial framework.
- Collaborate with office staff and contribute to maintaining a full and detailed asset management register.
- Liaise closely with the Kent County Council (KCC) agents regarding those parts of the site and premises for which KCC has certain maintenance responsibilities. It may be necessary to liaise

with appropriate officers over the pursuance of funding and planning for major maintenance, repair or development projects. This will include negotiations/meetings about design, planning permission, feasibility, health and safety, as well as project and contractor management on site during the project.

- To work with Senior Leaders in proposing and planning maintenance and improvement works, setting out detailed plans and seeking quotations, in line with the schools Finance Policy and the Schools procurement framework, from contractors where necessary. The aim will always be to ensure minimum disruption to the life of the school and that Health and Safety standards remain high.
- To plan annual and termly schedules of maintenance and improvement works in consultation with the Headteacher and the Governor Resources Committee, giving clear advice regarding priorities, cost implications and best value for money.
- To implement and supervise maintenance and improvement works either by doing the work personally, using the direct labour force or contractors.
- To liaise closely with contractors, closely monitoring the quality of their work, pursuing any shortfall in service and authorising payment only when satisfied. In extreme cases, this may also include liaison with legal services to pursue claims with regard to negligent work.
- Regularly collaborate with teaching staff to ensure that classroom/ learning facilities are maintained to an appropriate standard and actions are updated on the school's maintenance recording facility (Parago)
- Regularly review and verify building budget expenditure with the School Business Manager to ensure that allocated budgets are properly spent and fully accounted for.
- To liaise carefully and regularly with the School Business Manager to ensure that allocated budgets are properly spent and fully accounted for.
- To advise the Headteacher regarding health & safety issues, liaising with the Deputy Heads to ensure that the school policy is adequate and implemented, as appropriate.
- To carry out health & safety inspections of the entire site at least 3 times a year in the company of the Headteacher and School Business Manager. Maintain a record of all inspections on schools' premises management of repairs system (Parago) and their result. To take immediate action to resolve any issues addressed.
- Ensure there is representation from the site team on the Health & Safety Committees.
- Maintain the recording of "hazard & repair" on school's maintenance system(parago) that enables staff to report problems immediately, remove hazards without delay and effecting repairs when possible in order of priority. To ensure the maintenance system(parago) is checked daily ensuring entries are updated, actions are recorded, and chase up outstanding issues, all of which require documentation.
- accredited knowledge of hydrotherapy pool/plant maintenance. To ensure the hydrotherapy pool is tested in line with the agreed
- Liaise with INSET Co-ordinator to provide all members of staff with induction and refresher training regarding all the health & safety, fire and security issues noted above.
- To follow site management guidelines and statutory requirements, seeking and pursuing additional training where necessary in liaison with the school's INSET Co-ordinator.
- To keep up to date guidance and legislation, ensuring that any changes are observed in respect of any activity referred to within this job description and see these are adhered to.
- Liaise with neighbours on issues of grounds maintenance etc. as needed.
- To ensure that any contractors who work on site when the pupils are present, are chaperoned during their time on site to ensure the safety of all and are aware of school's liability statement, H&S regulations where necessary.

Tasks:

The above duties encompass a great number of specific tasks. The following is not an exclusive list but provides examples of the most important of these tasks:-

- Attending to the opening and closing of the premises.
- The Site Manager will be expected to attend to any site issues, e.g. security issues outside of their contracted hours and often within unsociable hours. The site manager will be paid additional money when called out for such issues or may, following permission from the Headteacher/Line Manager, have the opportunity to take this as time off in lieu.
- Overseeing the efficient working of plant including the monitoring of consumption of electricity, gas and water.
- Undertaking cleaning work as necessary.
- Inspecting the school grounds on a daily basis for litter and general tidiness.
- Keeping paths, corridors and driveways clear of obstructions.
- Attend school briefings and the Health and Safety Special Interest Group meetings.
- Preparing furniture and equipment for special functions and lettings. To ensure the clearing away after an event so that the school is operating normally the next day.
- Ensuring daily, weekly and annual maintenance, schedules are in place and implemented.
- Providing a portage service as necessary, including distributing all goods delivered to the site.
- Support work experience opportunities for students in order to support their career development.
- To drive groups to specific activities or events on an ad hoc basis and often with little notice.
- To drive the school transport bus to collect/drop off pupils/students on an ad hoc, and often short notice, basis.

The Site Manager will also be expected to undertake any other reasonable tasks or duties assigned by the Headteacher/School Business Manager.

The Site Manager will also be expected to undertake Performance Management, set relevant targets and encourage personal development/coaching to members of the Site Team in line with School Improvement priorities.