



COBHAM PRIMARY SCHOOL

CARING, PROUD, SUCCESSFUL!

Role: Site Manager

School: Cobham Primary School

Reporting to: Headteacher

Employment basis: 7 hours/week, all year

Pay Range: KSB - KSC

Role deadline: This is a rolling deadline - we will close the advert as soon as the role is filled.

Role purpose: To ensure the maintenance and security of the school premises and site, ensuring a safe working environment.

Role description:

The Site Manager role at Cobham is a key role in a very special community. We are a small school with a small team, so the role is very varied and involves working with every single member of the school community. We pride ourselves on the levels of support we provide to our families and children, and our Site Manager will make sure everyone in our community is safe and comfortable in a positive learning environment. The Site Manager ensures excellent standards in the health and safety and security of the school and keeps our premises running to a high standard. Our school is a Victorian village school and requires an ongoing programme of maintenance. We also have big aspirations for our play space and the Site Manager will play a key role in ensuring this is safe and fun for the children. The Office Manager is a flexible and adaptable role. The role has particular responsibility for working with our network of service providers and regulators, including the Local Authority.

Why work at Cobham?

Cobham Primary School is an Outstanding primary school with a strong sense of belonging to a positive school culture, with audacious dreams of excellence for our children and our community. Despite being a small, single-form village primary, we have big aspirations and hope our children do, too - we are always courageous about school improvement and encourage our children to be courageous in their learning, too. We have positive relationships with our local community as well as the network of organisations that we work

with to achieve our goals - we aim to be a responsible part of that community and to look after our school and its people. Cobham is proud to nurture its staff as well as its children and our team benefit from a range of support, from excellent professional development, networking, visits to others schools to flexibility and access to all of KCC's pensions and benefits.

Application process:

Please apply with a CV and covering letter, explaining clearly how you meet the requirements of the role.

There is a rolling deadline for this role - we will appoint as soon as we have the most suitable candidate(s), so we encourage you to apply at your earliest convenience.

If you have any questions or would like an informal chat about the role, please contact Polly Crowther, Headteacher: 01474814373 or headteacher@cobham.kent.sch.uk

Key duties and responsibilities:

- Ensure that buildings and site are secure, undertaking daily security checks including locking and unlocking of buildings at predetermined times
- Keep records relating to maintenance and security
- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately
- Undertake general portage duties including moving furniture and equipment within school
- Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site
- Operate systems such as heating, cooling, lighting and security (including CCTV and alarms)
- Receive deliveries to the school site
- Collect and assemble waste for collection.
- Assist with the maintenance of specialised equipment following training, for example sports/theatrical equipment.
- Undertake lettings and carry out associated tasks, in line with local agreements.
- Act as a designated key holder, providing emergency access to the school site.
- Act as school contact in relation to premises related contractors
- Organise testing for asbestos and other health and safety procedures.
- Ensure that buildings and the site are secure, including during out of school hours and taking remedial action if required
- Procure quotes for routine maintenance work on school premises
- Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms)
- Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site
- Arrange emergency repairs
- Arrange regular maintenance and safety checks
- Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales
- Monitor materials and stock and/order supplies
- Undertake general portage duties, including moving furniture and equipment within the school
- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately
- Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.

Person specification:

	CRITERIA
QUALIFICATIONS	Level 2/3 Diploma (or equivalent) and proficient technical and practical skills.
EXPERIENCE	Previous relevant experience including supervisory experience
SKILLS AND ABILITIES	<ul style="list-style-type: none">● Wider awareness of the related working environment eg client groups● Use of wide range of machinery/equipment eg kitchen, gardening and general maintenance● Sufficient knowledge related to a range of council services and activities in order to train, coach and/or mentor others● To organise others and own workload in order to achieve the job● Ability to identify changes required to work routines and act upon them in liaison with supervisors, clients and others as relevant● Ability to maintain accurate and timely records as required by the role eg cash returns, client diaries, contractors' schedules, etc.● Ability to deal with everyday problems and to identify which problems should be referred to supervisor● Ability to monitor job activities as required by the role● Ability to understand information and advise and liaise with others accordingly● Ability to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate● Has written and numeric skills in order to complete more detailed records and reports● Ability to listen, observe and contribute to discussions as required for the role eg child care, work plans, etc.● 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.)● Ability to communicate using information technology as required for the role

KNOWLEDGE	<ul style="list-style-type: none"> ● Knowledge and expertise in minor maintenance and repair ● Knowledge of financial/ordering/monitoring procedures as required ● Knowledge of how own job fits into the activity and role of the area/site ● Knowledge of a range of other jobs in the area ● Understands and able to apply Health and Safety procedures relevant to the job such as: <ul style="list-style-type: none"> ● Manual handling; ● safe use of machinery and/or equipment; ● COSHH ; ● First Aid and Hygiene Practice; ● lone working procedures and responsibilities ● Able to recognise and to deal with emergency situations ● Will need to undertake training to keep knowledge up to date
------------------	--