

Christ Church CEJ School, RAMSGATE

Job Description: Site Manager

Name:

Grade: Kent Scheme D

Responsible to: Head Teacher

Purpose of the Job:

To be responsible for the security, maintenance and cleaning of the school, and be responsible for all health and safety.

Key duties and responsibilities:

1. Ensure that buildings and the site are secure, including during out of school hours and taking remedial action if required.
2. Act as a designated key holder, providing out of hours and emergency access to the school site.
3. Health and Safety Lead for the School.
4. Maintain health and safety records for the school, ensuring compliance with health and safety regulations.
5. Procure quotes for routine maintenance work on school premises.
6. Contribute to the management of the premises budget.
7. Be responsible for other site staff including cleaning staff and grounds persons.
8. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms).
9. Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site.
10. Arrange emergency repairs.
11. Arrange regular maintenance and safety checks.
12. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
13. Monitor materials and stock and order supplies.
14. Undertake general portage duties, including moving furniture and equipment within the school.
15. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
16. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations), playground and equipment, in line with other schedules.
17. Handle small amounts of cash for the purchase of materials to carry out repairs.
18. Cleaning duties (daily and ad-hoc).
19. Create Health and Safety reports and provide these to the Governing Body.
20. To report for the RPA on Health and Safety for the site.

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 swimming pools and 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.

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Person Specification: Site Manager

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• Level 2/3 Diploma (or equivalent) and proficient technical and practical skills.
EXPERIENCE	<ul style="list-style-type: none">• 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 e.g. 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

	<p>area/site.</p> <ul style="list-style-type: none"> • 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. • Comply with Safeguarding and confidentiality regulations expected within a school environment
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