

**JOB DESCRIPTION**

**Job Title:** Site Manager

**Reports to:** School Business Manager

**Salary Range:** Kent Range 9 (£28,413 to £32,495)

**Hours:** 37 hours per week, 52 weeks per year

In conjunction with the other Site Team member, the Site Manager will be expected to work a shift rota of either (1) 0700 to 1500 or (2) 1000 to 1800 as well as being on the 24 hour emergency call out rota.

**Purpose of Job:**

As Site Manager, you will take responsibility for all aspects of managing the site buildings, facilities and grounds in respect of repairs, replacements and general maintenance, including supervision of the work of contract cleaners and contractors to ensure that they all reach and maintain the required standards, and to carry out manual tasks relating to school functions, repairs and maintenance.

**PREMISES MANAGEMENT**

* To ensure the site is safe, clean and properly maintained to provide the optimum environment for children and staff.
* Monitor and maintain the boiler system, in conjunction with contractors, taking meter readings to ensure the system is kept running on a day to day basis and meets the needs of the site, ensuring the site is kept open
* To liaise with relevant KCC services and contractors.
* To draw up and maintain a regular maintenance plan for the site.
* Monitor record and report the school’s energy use as required.
* Ensure that grounds are clean, hazard free and maintained as required.
* Carry out regular site hazard checks and internal audits.
* Manage and maintain the hydrotherapy pool facility, ensuring efficient and safe use of the pool, including the carrying out of daily tests and ordering of chemicals.
* Management of premises contracts.
* Manage staff requests for repairs using an on-line reporting system, balancing available time, skills, urgency, supervision and funding.
* Ensure efficiency and high quality of work.
* Manage and supervise contactors undertaking work on the school premises.
* Review contractors pricing on a regular basis to ensure value for money is being obtained.
* Monitor the work of contract cleaners and report any deficiencies to the cleaning supervisor and School Business Manager to ensure the maintenance of high standards of cleaning and hygiene throughout the school site.
* To assist with site deliveries when required.
* Oversee ordering and storage of maintenance and cleaning equipment.
* Liaise with third parties regarding school lettings when required.
* Be able to analyse faults, plan the rectification and undertake repairs within own competence across the range of trade skills.
* Manage the removal of waste from the site and ensure that systems are in place to monitor that the contract terms are met.

**HEALTH AND SAFETY**

* Be fully aware of Health and Safety legislation and to promote a positive Health and Safety culture within the workplace.
* Ensure that a daily Health & Safety inspection of the premises is undertaken.
* To be responsible for producing and reviewing written risk assessments such as manual handling, working at height, control of contractors etc.
* Maintain plans of the buildings and grounds including locations of main electrical intakes, utilities, chemical storage, fire protection equipment, emergency shut offs etc.
* Maintain accurate records of servicing, maintenance and inspection.
* To arrange the annual service and safety checks for Portable Appliance Testing (“PAT”) testing, fire extinguisher and fire blanket testing, and the testing of all white goods.
* Maintenance and servicing of all lifting equipment in the school in accordance with LOLER regulations
* Ensure the fire alarms are tested weekly, and adequate records kept, and to arrange regular checks on the burglar alarms, fire alarms and security systems as per the maintenance schedule.
* To ensure all routine safety checks around the site including fire safety risk assessments and legionellae maintenance etc are carried out.
* Maintain the legionellae and asbestos records.

**SECURITY**

* To ensure that school is opened and closed at appropriate times and that all areas are left safe and available for teaching at all times. This includes ensuring pupil and staff toilets are always clean and in good working order.
* To resolve any issues with the burglar alarms and security lighting and oversee the general security of the site to minimise the possibility of theft of vandalism.
* Be a key holder on the security alarm system (overtime will be payable if called out, in line with the Kent Scheme rules) and manage evening and weekend school events, unlocking and locking of the school site on a rota basis.
* Monitor the condition, safety and security of the site throughout the year to minimise the possibility of fire, theft or vandalism and to maintain the fabric of the buildings.

**STAFF MANAGEMENT**

* Organise the Site Team shift and on call rotas.
* Ensure the effective deployment of site staff to maximise effectiveness of their time.
* Review training needs and up skill the site team as required.

**SCHOOL MAINTENANCE**

* To undertake repairs, maintenance and decorating as required.
* Produce a rolling maintenance programme for ongoing repairs/decoration and to organise work identified in this programme.

**HYDRO POOL**

* Ensure the hydrotherapy pool and associated areas are maintained in accordance with health & safety and report any urgent issues to the School Business Manager.
* Complete daily water tests to ensure PH and bromine levels are maintained and carryout adjustments to chemicals as required.
* Maintain an ongoing record of the daily water chemical tests.
* Deal with emergency soiling issues and undertake the full clean to comply with health & safety swiftly to ensure reopening at the earliest time.

**SCHOOL VEHICLES**

* Be responsible for the maintenance of the school minibuses ensuring the vehicles are safe to use, arranging for the repair of any defects and obtaining regular services, MOT and road tax.

**BUDGET MAINTENANCE**

* To ensure the best value is achieved in all site expenditure in accordance with the Finance Policy.

**GENERAL DUTIES**

* Arrange for the ordering, maintenance and storage of cleaning and maintenance equipment and implement appropriate control systems for all stock items to facilitate the efficient operation of site maintenance repairs, hygiene and safety work.
* Ensure that classrooms, the hall, meeting rooms etc are set up as required.
* Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post.
* Deal with insurance claims for compensation or damage to school facilities and vehicles

**TRAINING**

To undertake the following training as required and any additional training as identified:

* Asbestos awareness
* COSHH
* Fire warden
* First aid
* Legionellae
* Manual handling
* Minibus driving
* Pool plant
* Working Safely at Heights

**CHILD PROTECTION**

* All staff are responsible for promoting and safeguarding the welfare of children and young people they come into contact with.

To undertake any other duties as may reasonably be requested.



**PERSON SPECIFICATION**

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.

**Qualifications:**

* Hold a health and safety qualification such as NEBOSH or IOSH or be willing to gain such a qualification.

**Experience:**

* Previous relevant experience including supervisory experience.

**Skills & Experience:**

* Able to use information technology as required for the role.
* The ability to understand and apply regulations such as health and safety, fire safety management, manual handling, COSHH, Legionella etc.
* The ability to operate and understand electrical/mechanical systems.
* Staff management experience, experience of supervising contractors, budget and project management, and maintenance contract managements.
* Good communication, organisational, planning, decision making, negotiating, networking and team management skills.
* Practical skills including painting, joinery, plumbing, basic electrical and mechanical and be competent at basic building repairs and maintenance.
* A clean driving licence and the willingness to undertake Kent County Council minibus driver training.
* Excellent written and numerical skills in order to complete details recordings of data.

**Knowledge:**

* Able to recognise and to deal with emergency situations.
* Willing to undertake training to keep knowledge up to date.
* Good numeracy, literacy skills and ICT skills.
* Ability to gather information, analyse data and problem solve.
* Ability to manage own time effectively and demonstrate initiative including establishing priorities.
* Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests.
* Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school.
* Ability to adapt to changing and conflicting demands.
* Ability to contribute to the life of the school.
* Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely.