

## Job Description

<b>School:</b>	Meopham School
<b>Job Title:</b>	Site Manager
<b>Grade:</b>	SAT 7
<b>Responsible to:</b>	Headteacher
<b>Line Manager to:</b>	Premises Team and Cleaning Team

### Purpose of the Job:

The Site Manager will be expected to lead the premises team in providing a high standard of service to students, staff and other users, in order to underpin the school's vision for excellence and performance. The post holder must work within the relevant policies, codes of practice and legislation, reporting any concerns to the relevant person. The Assistant Caretaker/Housekeeper is responsible for cleaning standards and the work of the cleaning team, reporting to the Site Manager.

### Main duties and responsibilities (Accountabilities):

- To be responsible for the security and safety of the site and buildings;
- To be responsible for the efficient use of resources to maintain the site and buildings in good condition;
- To provide a service to school and other users in respect of special bookings;
- To manage the performance of the premises team.

### Security and safety of the site and buildings

- To lead the team of premises staff to ensure the daily unlocking and locking of the site and buildings, including arrangements for out of hours use;
- To ensure that security systems are fully functional at all times;
- To make and monitor CCTV videos according to a recommended cycle;
- To respond to and deal with breaches of security as appropriate;
- To undertake Health & Safety inspections to an approved cycle and ensure that all breaches are dealt with;
- To monitor, and to seek authorisation to book all routine contracts for maintenance e.g. Fire, Boilers, PAT tests, Gym equipment

### Efficient use of resources

- To contribute personally to and ensure a fair distribution of general cleaning, litter picking and oversight of toilets during the school day by all caretakers;
- To be responsible for the budget for routine repairs and cleaning and to advise on the needs for major repairs and renewals;
- To undertake general repairs, redecoration and other maintenance as appropriate and safe to do according to a schedule of priorities;
- Manage the workflow of the team so that jobs are undertaken efficiently and effectively;
- To recommend when work needs to be undertaken by external contractors and assist in the tendering/quotations process

### Provide an effective service to users of the school facilities

- To represent the premises team at the School Organisation team meetings to ensure good planning and liaison for all users of the facilities, following up arrangements with users as necessary;
- In discussion with the assistant caretaker and in keeping with the school's security protocols, create a fair rota of caretaking cover for out of hours' bookings;
- Bring to the attention of the Headteacher in good time, any potential difficulties in providing planned and emergency out of hours cover;
- To ensure courteous and helpful caretaking support for external users, and for tenants where appropriate;
- To ensure support for the preparation of rooms for major events and activities e.g. assemblies, examinations, evening performances;
- To provide reasonable and prompt support for all staff as quickly as possible.

### Performance management

- To oversee the work of the Assistant Caretakers to ensure a high standard of cleanliness, repair and grounds maintenance throughout the site;
- To oversee the work of contractors on site;
- To make a daily inspection of site and buildings in order to maintain a high standard of care and presentation;
- To complete performance reviews according to the school's policy.

## Person Specification

**Job Title:** Site Manager

**Grade:** SAT 7

**Responsible to:** Headteacher

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Basic training in one or more of the following; plumbing, general and ground maintenance, electrical/building maintenance, heating systems, decorating (or sound experience of same).</li> </ul>	<ul style="list-style-type: none"> <li>Formal Health and Safety training</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a building / site maintenance role including forward planning and problem solving.</li> <li>Considerable DIY experience at the level of minor maintenance.</li> <li>Experience of overseeing other works i.e. contractors, cleaners etc.</li> <li>Experience of undertaking responsibility for the care and maintenance of premises.</li> <li>Experience of dealing with a variety of stakeholders in person, by email, and on the telephone.</li> <li>Experience of following purchasing and other financial procedures</li> </ul>	
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Ability to lead and work as part of a team, taking responsibility and prioritising work and meeting challenging deadlines.</li> <li>Organisational capability.</li> <li>Proficient use of ICT including the use of Word and Excel software, to support good record keeping.</li> <li>Ability to use initiative in dealing with everyday problems and identify which problems should be referred to the Headteacher.</li> </ul>	

	<ul style="list-style-type: none"> <li>● Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests.</li> <li>● Good communication skills, both written and verbal.</li> <li>● Ability to understand information and to advise and liaise with others accordingly</li> <li>● Ability to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate.</li> <li>● Confidence to liaise with senior staff as required.</li> <li>● Willing to undertake relevant training for minibus driver.</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>● Working knowledge of Health and Safety procedures relating to the post.</li> <li>● An understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.</li> <li>● Able to recognise and deal with emergency situations.</li> <li>● An understanding of lone working procedures and responsibilities.</li> </ul>	
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>● A willingness to undertake training and to keep knowledge up to date.</li> <li>● A positive, can-do attitude</li> </ul>	