**Site Manager**

**Job Description**

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| MAIN PURPOSE  Ensure the effective management, organisation and supervision of all matters relating to, and all staff involved with, the school’s premises, providing a clean and safe environment for users of the buildings and grounds. |
| SUMMARY OF RESPONSIBILITIES AND DUTIES  Organisation and Management     * Establish and maintain a schedule of premises identifying areas of the premises that do not meet the required standard. Determine priorities to schedule work required and provide appropriate information and estimates as required. Organise or carry out minor works around the site. * Maintain a database of Health and Safety Statutory and Regulatory testing, ensuring the school is compliant in all areas. * Monitor, review and inspect premises identifying areas that require attention both in the short term/ long term to include cleaning and maintenance defects. Carry out termly H&S premises inspections, reporting hazards as necessary and feeding into the maintenance schedule as above. Premises maintenance checks to be carried out to identify preventative maintenance. * Ensure physical security of premises, to include main alarm system, locks, CCTV and other systems are checked and functioning correctly. * Ensure regular fire alarm testing and fire safety practices and procedures are carried out and recorded in accordance with the school policy. * Ensure there are always sufficient supplies of fuel, salt and other commodities and ensure plant and equipment are energy managed. * Responsible for the monitoring of internal cleaning standards and liaise with contractors as required. Monitor external grounds maintenance contract and ensure standards are maintained in line with the contractual obligations. * Arrange testing as required of water, lights, fire equipment, electrical equipment. * Assist in the arrangement of out of hours activities and lettings. * Arrange porterage, to include the movement of furniture and equipment, and the setting up and reinstatement of all areas. * Act as the main key holder and be the first point of contact in an emergency call out situation. |

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| Administration   * Assist in developing and maintaining records and information systems. * Complete and maintain site safety checks and maintenance logs.   Resources   * Responsible for placing orders in relation to materials required for site maintenance.   Responsibilities   * Responsible for internal and external upkeep, informing a planned programme of preventative maintenance * Ensure the security of and access to the site at all times * Monitor work by contractors on site, where required * Ensuring the school is compliant with Health and Safety Statutory and Recommended testing * Manage the school fire alarm system to include periodic fire drills and integral practices and procedures. * In liaison with the Trust’s Health and Safety and Managing Contractors policies, ensure that staff working on the site are aware of their responsibilities under Health and Safety legislation and where necessary have a permit to work. * Co-ordinating pre-booked lettings, liaising with the Head Teacher and Finance as required     Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the School. |