**Job Description – site MANAGER**

# Job details

**Grade:** KR8

**Reporting to:** Schools Business Operations Manager

**Responsible for:** Cleaner Supervisor, Site Assistant – Premises & Lettings and Groundsperson(s)

**MAIN PURPOSE**

The post holder will be responsible for the overall health and safety, security, maintenance and cleaning of the school. Line managing a team of site staff, the post holder will lead on projects to ensure that the environment is fit for purpose and continues to improve. The postholder will develop the facilities provision to include lettings and organise the site being open outside of school hours.

**DUTIES AND RESPONSIBILITIES**

1. In conjunction with the Schools Business Manager develop, implement and review the premises development plan ensuring appropriate prioritisation of work.
2. In conjunction with the Schools Business Manager prepare annual premises budget – plan / monitor & prioritise spending across the year
3. Manage tendering for all external premises service and monitor delivery of contracts against SLA
4. Provide advice / guidance to the Senior Leadership Team and the Schools Business Operations Manager on all premises / site and health and safety matters.
5. Lead on building development projects to bring the facilities up to a high standard, including preparing project specifications and financial appraisals for small scale improvement works, where possible securing economies.
6. Project manage whole site improvement works and acting as lead liaison between contractors and the school
7. Ensure that the site complies Health and Safety regulations, undertaking regular checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
8. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
9. Ensure that buildings and the site are secure, including during out of school hours and taking remedial action if required. Ensuring there are appropriate keyholders and on-call staff.
10. Line manage and be responsible for the site team including cleaning staff and grounds persons.

**Footnote**: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

**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.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | Level 3 Diploma (or equivalent) and proficient technical and practical skills. |
| **EXPERIENCE** | Previous relevant experience including supervisory experience |
| **SKILLS AND ABILITIES** | 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** | 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:   * 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 |