**KENT COUNTY COUNCIL - BOWER GROVE SCHOOL**

**JOB DESCRIPTION**

**Name:**

**Job Title: Site Manager**

**Pay Range: Kent Range 9-10 £28,925 – 38,913 (depending upon skills and experience)**

**Line Manager: Business Manager**

**Purpose of the Role**

To be responsible for the management of the whole school site and to ensure that the school complies with all current legislation relating to site safety and maintenance, including the school’s transport fleet. To lead and manage a small site team to achieve maximum productivity. To be pro-active in working with the Leadership Team using strategic planning and organisational skills.

**Site Maintenance & Management:-**

* Ensure the school site (buildings and grounds) are maintained to a high standard and repairs are addressed quickly.
* Oversee and maintain the security of the site i.e. opening and closing of the premises, fixing or reporting any problems, liaising with the School Business Manager as appropriate.
* Manage all contractors on site, ensuring that all health and safety requirements are met, monitor their performance and inspect their completed work.
* Procure quotations for day to day repairs and maintenance including service contracts.
* In collaboration with the School Business Manager to procure quotations for larger projects and ensure any associated buildings and grounds legislation is adhered to. To lead and manage the works on site through to completion.
* Undertake emergency and planned maintenance and repairs within capability using your own practical skills and that of the site team.
* Maintain and react to the school’s maintenance log and reporting system.
* Lead and line manage the Site Team and delegate responsibilities and duties as appropriate.
* Ensure adequate stocks of caretaking and cleaning supplies are maintained and procure best value from suppliers.
* Monitor the boilers to ensure they are kept running on a day to day basis to meet the establishment needs. Oversee the efficient working of heating plant and lighting, and where necessary action any remedial repairs/replacement.
* Organise maintenance of the school grounds keeping them to a to a high standard of cleanliness and tidiness, including the playgrounds and Early Years area within the school grounds. Procure and manage a grounds contract for regular maintenance.
* Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations.
* To manage the school’s contract cleaners ensuring high standards are maintained and liaise with the contractor’s supervisor or manager. To review performance and tender for new contracts as appropriate to ensure best value.
* Attend regular premises meetings with the school Leadership Team and Business Manager.
* To provide associated maintenance support to the West Borough Satellite unit (local off site).

**Fire / Health and Safety:-**

* Ensure the school complies with all current legislation (including school and KCC policies) in relation to site safety and facilities management including the maintenance of appropriate records.
* Complete written health and safety inspections of the site, including fire alarm testing and Legionella procedures and address any issues arising. Liaise with the Health and Safety Officers in reporting any matters affecting the health and safety of persons on the site.
* Complete fire alarm tests every week and regularly check fire equipment e.g. extinguishers for damage or expiration, or any other associated fire risk issues.
* To undertake an annual Fire Safety Check (training will be provided) and be involved in an external Fire Risk Assessment as and when required.
* To undertake PAT (portable appliance) testing on school equipment as required (training will be provided).
* To be responsible for Water Hygiene management (training will be provided) ensuring regular checks are undertaken in accordance with policy and report any issues to the Leadership Team.
* Support Health and Safety initiatives and deliver components where appropriate.

**Transport:-**

* Manage the servicing, repairs and record keeping associated with the school transport fleet to ensure they are carried out to a high standard taking into account Health & Safety and school policy.

**Lettings:-**

* Oversee lettings ensuring clients are briefed on fire safety and evacuation, the premises are cleaned as required and the site is secure. Some evening and weekend cover between the site team will be required in connection with school events and lettings.

**General:-**

* Attend training courses as directed or required by the school.
* To maintain relevant records and risk assessments as required
* Any other reasonable tasks or duties as directed by the Leadership Team.
* Ensure the maintenance and day to day running of the school buildings and site is performed in a cost effective and safe manner.

**To whom responsible:** School Business Manager

This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post.

Signed: ……………………………………….. Date: …………………………………..

Signed: ……………………………………….. (Head Teacher)