



JOB DESCRIPTION AND PERSON SPECIFICATION

Job title	Site Manager	Reports to	Headteacher / Business Mngr
Name		Location	The Churchill School
Grade	KR5	Date	June 2020

Purpose of the Job:

Be responsible for the security, caretaking, cleaning, general maintenance needs of the premises.

Key duties and responsibilities:

1. Undertake general repairs and maintenance around the establishment, inside and out, including plastering, decorating, repairs on furnishings and buildings, to ensure a safe environment is maintained. Storing and maintaining resources such as cleaning supplies and equipment.
2. Maintain security of the site i.e. opening and closing of the premises including those for lettings, checking and changing CCTV tapes (if relevant), fixing or reporting any problems, attend to all contractors visiting or working on site, to ensure a safe environment and liaising with line manager as appropriate.
3. Act as a designated key holder, providing out of hours and emergency access to the school site.
4. Ensure the cleaners carry out their tasks covering for any absences, in general cleaning i.e. buffing wooden floors, cleaning toilets, to maintain a tidy appearance.
5. Monitor the boiler to ensure it is kept running on a day to day basis to meet the establishments needs.
6. Provide a portage service for deliveries to ensure supplies are correctly handled and appropriately delivered.
7. Take meter readings from appropriate sites around the premises to assist in ensuring invoices received are correct and budget monitoring is maintained.
8. Assist in the setting up of rooms/school hall as required including moving furniture/equipment around the school as necessary.
9. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
10. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
11. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
12. Monitor and maintain stock levels of cleaning materials and supplies.
13. Any other reasonable duties as directed by the Headteacher/Business Manager.

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: Site Manager

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.

	CRITERIA
QUALIFICATIONS	Level 2/3 Diploma (or equivalent) and proficient technical and practical skills.
EXPERIENCE	Previous relevant experience
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to use a wide range of machinery/equipment e.g. kitchen, cleaning, gardening and general maintenance • Knowledge of client groups, work groups and the working environment • Ability to organise and prioritise own workload and that of others when required • 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 e.g. cash returns, client diaries, contractors' schedules, etc. • Ability to solve basic problems and to identify those that should be referred to a supervisor • Ability to understand information and liaise with others accordingly • Has written and numeric skills in order to complete more detailed records and reports • Able to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate • Ability to listen, observe and contribute to discussions as required for the role e.g. client care, child care, work plans, etc. • Ability to communicate using information technology as required for the role
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of minor maintenance and repair. • Knowledge of how own job fits into the activity and role of the area/site • Understands and able to apply Health and Safety procedures relevant to the job such as: <ul style="list-style-type: none"> - 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.