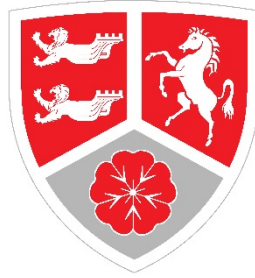


The Charles Dickens School Job Description



Name:

Job Description:

Site Manager

Employed for:

KR8 Full Time, 37 hours per week

Hours:

Term time: 08:00am until 16:00 Monday to Thursday, 08:00am – 15.30pm Friday, with 30 minutes unpaid break for lunch.

Schools holidays: 8:00am to 16:00, Monday to Thursday, 8:00am to 15:30pm Friday.

Flexibility required with shift patterns to meet the needs of the school; for example in severe weather conditions; periods of staff illness, lettings and school events etc.

Early shift: 07:00am until 15:00 Monday to Thursday, 07:00am – 14.30pm Friday, with 30 minutes unpaid break for lunch.

Late shift: 11:00am to 19:00 Monday to Thursday, 11:30am – 19:00 Friday, with 30 minutes unpaid break for lunch.

Professional Relationships:

Responsible to:

Headteacher & Trust Finance and Premises Manager

Responsible for:

Assistant Site Manager, Shift Caretaker

Purpose:

To provide professional leadership and management of the site support services of the school in order to ensure effective and efficient use of these services, thus enhancing the standards of teaching and learning within the school.

The Site Manager is responsible for the day-to-day operational management, safety and security of the school site. The Site Manager is responsible for ensuring that the school is well-maintained, safe and secure site for all users. The Site Manager will ensure high standards of site supervision and effective use of resources to enhance the learning environment for students and staff. The Site Manager has contact with numerous outside contacts including, services providers, Local Authority departments/DFE, suppliers and contractors. Contact would be written, e-mail, telephone and verbally.

The Charles Dickens School Job Description

Safeguarding:

To promote safeguarding at all levels of the School as a member of support staff. A key focus of this role is to Safeguard all students at all levels across the school community. **It is expected that support staff will support teachers, Lead teachers, HOY and the DSL/ Lead Deputy DSL/ Deputy DSLs in the discharge of their DSL responsibilities:**

Policy and Procedure

- Act as a champion of the school's safeguarding policy and procedures and make sure you access these and understand them
- Be aware of your responsibility to challenge behaviour which breaches any of the school policies
- Be aware of, and actively promote, safeguarding within your own department to safeguard students.

Training

- Undergo training to develop and maintain the knowledge and skills required to carry out your role effectively with respect to safeguarding
- Refresh knowledge and skills at least annually to remain up to date with any developments relevant your role and your responsibilities for safeguarding
- Obtain access to relevant resources

All members of staff have a responsibility to:

- To provide a safe environment in which children can learn.
- Be prepared to identify children who may benefit from early help.
- To understand the early help process and their role in it.
- To understand the schools safeguarding policies and systems.
- To undertake regular and appropriate training which is regularly updated.
- Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
- Know what to do if a child tells them that he or she is being abused or neglected.
- Know how to maintain an appropriate level of confidentiality.
- Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

Person specification.

The person appointed will:

- Be able to lead and motivate staff to work consistently to a high standard and instill a sense of pride in the site amongst staff
- Have the ability to relate easily to a wide range of people, through an even temperament and a good sense of humour
- Be self-motivated, pro-active and able to work in a very autonomous way, being able to direct and manage own workload, with strong organisational skills
- Be able to manage a physically demanding schedule
- Be flexible and adaptable
- Have a clear understanding of aims and values of the school

The Charles Dickens School Job Description

- Be open minded and willing to undergo training as required and for self-development
- Be able to use your own initiative
- Have a clean current driving licence
- Be able to contribute to the strategic development plan for the school site

Qualifications and experience

The person appointed will have:

- Extensive background in the building trade c.10 years to include experience in range of disciplines (carpentry, plumbing, electrics, plastering)
- Successful leadership and management experience
- Ability and experience of using a wide range of machinery
- Understanding of health and safety requirements of a large site and the ability to recognise and take action to avoid potential risks under Health & Safety legislation
- Excellent communication skills, written and verbal
- Good IT skills (use of e-mail, internet, WORD and EXCEL) and ability to use a range of CCTV equipment or a genuine willingness to be trained to the level required.

Key accountabilities	Indicative tasks/actions
<p style="text-align: center;">A. Premises related Health and Safety issues;</p> <p>Adhere to the H&S Policy. Check site regularly for any potential Health and Safety issues. Take corrective action where necessary. Undertake any other site related Health and Safety work as required. Liaise with Line manager to ensure safe Emergency Evacuation records and Procedures are maintained</p>	<p>A1. Keep accurate records for Fire safety checks.</p> <p>A2. Keep accurate records of Water safety checks.</p> <p>A3. Keep accurate records of asbestos audit/register and site map</p> <p>A4. Ensuring properly specified agreements are maintained for annual/periodic service inspections of mechanical, gas and electrical fittings including lifts and hoists.</p> <p>A5. Complete Risk Assessments as required and take any corrective actions where necessary.</p> <p>A6. Management of CCTV system.</p> <p>A7. Manage the holding and issuing of keys.</p> <p>A8. Management of BMS system</p>
<p style="text-align: center;">B. Management of maintenance and repairs on site</p> <p>Manage and maintain work schedules and ensure quality control of works completed</p>	<p>B1. Maintain and manage a schedule of works and the schools' facilities operation to ensure good quality services, value for money and standards are met and maintained. To ensure that the site is kept operational and to prioritise work as appropriate. Includes: Maintenance contracts, telephones; mini-buses.</p> <p>B2. Create and maintain an annual schedule of maintenance and decoration.</p> <p>B3. Arrange for the provision of specialist materials for improvement and</p>

**The Charles Dickens School
Job Description**

	<p style="text-align: center;">maintenance projects to ensure the cost effective use of budget in such projects.</p> <p>B4. Ensure all repair and maintenance tasks around the site, inside and out, including plastering, decorating, repairs on furnishings and buildings, including woodwork, are completed to ensure a safe environment is maintained.</p> <p>B5. Co-ordinate and supervise approved on-site contractors to ensure the smooth operation of maintenance work on the school site, ensuring all requirements are met including the provision of risk assessments and completion of the asbestos register.</p> <p>B6. Ensure accurate records are kept of all work carried out.</p> <p>B7. Meet regularly with Line Manager to ensure that there is good communication between Site manager and SLT.</p> <p>B8. Assist with continuous improvement of environmental initiatives within school e.g. cutting waste and energy use where possible.</p> <p>B10. Monitor and check energy and water consumption to ensure efficiency, reading meters on a monthly basis.</p>
<p>C. Co-ordinate and undertake large-scale improvement and maintenance projects across the site over the summer break to improve the learning environment.</p>	<p>C1. Co-ordinate and undertake large-scale improvement and maintenance projects across the site over the summer break to improve the learning environment.</p> <p>C2. Co-ordinate and supervise approved on-site contractors to ensure the smooth operation of maintenance work on the school site, ensuring all requirements are met including the provision of risk assessments and completion of the asbestos register.</p>
<p>D. Lettings/events management</p>	<p>D1. Oversee the out of hours lettings; ensure needs of clients are balanced with the needs of the school. .</p>
<p>E. Security.</p>	<p>E1. Manage the day-to-day security of the school site.</p> <p>E2. Manage all routine safety checks around the site, to include fire safety, risk assessments and legionellae maintenance to ensure safety of all people on the school site.</p> <p>E3. Be aware of, and report as necessary, security issues both during normal opening hours and out of hours.</p> <p>E4. Be main key holder for the school</p>

**The Charles Dickens School
Job Description**

	Site.
F. Budget management	<p>F1. Be mindful of best value at all times and discuss funding issues with line manager</p> <p>F2. Ensure that all works are carried out within the confines of allocated budgets.</p> <p>F3: Follow school policy in all financial matters such as ordering/purchasing and quality assurance of products and services received</p> <p>F4. Under the supervision of line manager, manage the budget for Buildings Maintenance, Grounds Maintenance, Security, Health & Safety and Caretaking supplies.</p>
G. People management	<p>G1: Line manage the site team so that they are effective in supporting the work of the school</p> <p>G2: Plan and support the site team staff development and discipline</p>
H. Other duties.	<p>H1. Undertake emergency cleaning as required, maintaining a schedule to clean external overhead canopies, drainage gullies, lampshades, light diffusers, fan filters etc, taking account of instructions given on cleaning at heights.</p> <p>H2. Monitor cleaning staff and ensure quality control.</p> <p>H3. Liaise with School Office to receive goods and supplies and distribute as necessary.</p> <p>H4. Move such items of school furniture as required, with due regard to current H&S and Moving and Handling regulations.</p> <p>H5. Emergencies:- Clean sickness and spillages as required Deal with or arrange to be dealt with all bursts, leaks, floods, fires and breakages as appropriate. Deal with, or arrange to be dealt with, all electrical and gas emergencies, making safe initially by turning off supply. Ensure access for emergency services, assist as necessary and secure premises as required.</p> <p>H6. Clean and be responsible for the tidiness of paths, drives and other hard surfaces within the site grounds and the immediate surrounds in the outside road and check perimeter fence.</p> <p>H7. Keep paths, access points and entrances free of snow and ice to ensure safe passage.</p>

**The Charles Dickens School
Job Description**

	H8. Ensure that replenishment of soap, towels, toilet paper on the site
--	---

Professional responsibilities

- 1) Wear the site team uniform at all times
- 2) Maintain site team uniform to a good standard
- 3) Sign in and out at reception as per contractual hours and following Health and Safety guidelines
- 4) 30 minute break must be taken daily at ... (to be agreed).
- 5) Use of mobile phones are not allowed on the school site during working hours and may only be used in an emergency (e.g. calling the emergency services) or in exceptional circumstances.
- 6) Follow child protection and safeguarding procedures at all times.
- 7) Holidays in term time are not allowed
- 8) Request for absence for personal reasons must be made via the "grey form" to the Headteacher giving at least one week's notice
- 9) If unwell and unable to work, telephone the Headteacher and Assistant Site Manager with details and expected return date to work. Complete necessary paperwork as per school policy upon return to work.

Staff Development:

- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Executive Headteacher and Headteacher

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Executive Headteacher/Headteacher the other.

Signed:

Date.....

**The Charles Dickens School
Job Description**

JOB PROFILE: Site Manager

SECTION II

This section to be used at Induction, Appraisal and for Personal Development Planning.

Skills Required:		
<i>A skill describes what you need to know and be able to do in order to perform the job at a fully competent level. Skills include every kind of knowledge and experience required.</i>		
	Skills Summary	Level
1	<p><u>Technical Skills and Qualification</u></p> <ul style="list-style-type: none"> • 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 • Jobs requiring some formal qualifications relevant to the post eg NVQ's, PCV 	High
2	<p><u>Operational Knowledge</u></p> <ul style="list-style-type: none"> • Knowledge across a number of jobs, services and/or processes within the area • 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 	High
3	<p><u>Planning and Organising</u></p> <ul style="list-style-type: none"> • To organise others and own workload in order to achieve the job • Knows how to identify changes required to work routines and act upon them in liaison with supervisors, clients and Ability others as relevant • Contributes to organisaiaaton of the work of the unit or process • Ability to maintain accurate and timely records as required by the role eg cash returns, client diaries, 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 	High
4	<p><u>Working with People</u></p> <ul style="list-style-type: none"> • Understands the principles of supervising, motivating and developing others and can motivate clients, team members, contractors and others as appropriate to the role • Understands how to delegate tasks to others in the team • Knows and understands the disciplinary and grievance procedures 	High
5	<p><u>Communication</u></p> <ul style="list-style-type: none"> • 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 client care, child care, work plans, etc. • Ability to influence, encourage, persuade and negotiate with others to achieve desired results(eg 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 	High
6	<p><u>Money Skills</u></p> <ul style="list-style-type: none"> • Knows financial procedures and regulations which apply to the job 	

**The Charles Dickens School
Job Description**

	<ul style="list-style-type: none"> • Knows procedures for recording costs and/or income if applicable to the job • Knows the income/cost approval process if applicable to the job • Able to handle cash in a secure way and according to the requirements of the job • Able to use financial computer systems eg. Access, Excel and Word as required by the job 	High
7	<p><u>Health and Safety</u></p> <ul style="list-style-type: none"> • Understands and able to implement all health and safety policies relating to working environment and staff group • Able to promote a positive Health and Safety culture within the workplace 	High
8	<p><u>Social Responsibility</u></p> <ul style="list-style-type: none"> • Awareness of and compliance with equality policy, procedure and legislation • Understanding of direct and indirect action including positive action 	High

Behaviours for Success:

The “Behaviours for Success” framework is designed to help us understand how people who are successful in their jobs behave at work. Behaviour descriptions is a new way of looking at how people do their job well and these are set out in the Behaviours for Success Dictionary. These are grouped under four headings:

1. Focusing on the customer
 - how we work with both internal and external customers and service users to provide a customer focused service
2. Personal Resourcefulness
 - how we enhance our personal ability to deliver an excellent service
3. Relationship Building
 - how we work with colleagues and partners
4. Managing for Success (for managers)
 - how managers encourage and enable staff to deliver excellent service

These Behaviours for Success apply to everyone, no matter what job they are doing within KCC. Your Line Manager will give you more information on the Behaviours and what they mean for you and your job.