



# **BLEAN PRIMARY SCHOOL**

## **JOB DESCRIPTION –**

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Job Family: **Premises Support**

Job Title: **Site Operations Manager**

Grade: **KR7**

Reports to: **School Business Manager**

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### **Summary of Job:**

Be responsible for the health and safety, security, maintenance and cleaning of the establishment, including out of hours maintenance works and lettings.

### **Facility and Property Management:**

- Ensure that buildings and site is secure, including during out of school hours and taking remedial; action if required.
- Act as a designated key holder, providing out of hours and emergency access to the school site.
- With the Business Manager produce and cost the yearly Premises Plan and maintain the premises rolling program report.
- Contribute to the management of the premises budget.
- Liaise with the Business Manager on priorities of maintenance and improvement work to ensure the work is carried out in order of priority.
- Procure quotes for routine maintenance work on school premises, including arranging emergency repairs.
- Produce termly reports of completed building works to the Business Manager.
- Be responsible for the all site staff: Site Supervisor, Handyperson, cleaners and grounds persons.

- Ensure fire regulations are met and fully complied with at all times, as directed by the Business Manager or Headteacher.
- Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms)
- Monitor and maintain the boiler system, to ensure the system is kept running on a day to day basis.
- Arrange emergency repairs
- Undertake minor repairs (i.e not requiring qualified craftsperson) and maintenance of the building and site. Including daily and seasonal maintenance of the site and equipment as required. This may involve: changing light bulbs and tap washers, clock batteries, door locks, woodwork, decorating, clearing drains and toilets, cleaning and repairing wheelchairs to ensure a safe environment.
- Escort and advise maintenance contractors attending the building who may be pricing or carrying out a job to ensure the contractor is given adequate information to complete the task.
- Oversee all onsite maintenance contractors. Completed site inductions and checking that all works are completed to the required high standard and within the requires timescales.
- Monitor materials and stock supplies and place orders with the Business Manager if required.
- Ensure monthly meter readings are taken to ensure that the appropriate invoices are received.
- Manage all routine safety checks around the site, to include fire safety including emergency lighting, risk assessments and legionella maintenance to ensure safety of all people on the school site.
- Monitor letting arrangements and liaise with the School Business Manager to ensure invoices are correct before passing them on for payment.
- Undertake general portage duties. Move heavy and awkward shaped furniture and supplies as requested, and work at heights as required in accordance with Health and Safety regulations and after the completion of a Management Risk Assessment.
- Attend training courses as required and assist in the training of other premises support staff as directed.
- Undertake and update Health & Safety, Fire Regulations and other County policies. Maintain Legionella Water Hygiene records, ladder checks, fire records to comply with Health and Safety Requirements, etc.

- Maintain and undertake relevant risk assessments to comply with statutory requirements.
- Liaise and work closely with the School Business Manager to ensure all site requirements are met.
- With the School Business Manager ensure all assets are recorded and that the Asset Register is kept up to date.

## **Health and Safety Officer**

### **Key duties and responsibilities:**

- The Health & Safety officer is responsible for all health and safety matters in the school.
- Reporting to the Headteacher/School Business Manager on a regular basis, or whenever necessary, indicating the current state of health and safety matters at the school.
- Carrying out regular inspections at the school.
- Producing Health and Safety Reports as and when requested for the School's Governing Body.
- Familiarising and becoming proficient, in time with legislation appertaining to the school premises, personnel and grounds.
- Co-operating where appropriate with the Site supervisor.
- Attending School Health & Safety Committee meetings and acting upon requests and advice.
- Receiving and acting upon advice, information and reports received from the Schools Governing Body.
- Authorising, where necessary, relevant and appropriate remedial action.
- Investigating accidents, hazards and dangerous occurrences in school, and to make recommendations to the Headteacher/School Business Manager.  
Reporting accidents via RIDDOR
- Investigating complaints by other employees which directly relate to Health & Safety, and to make recommendations if necessary to the Headteacher/School Business Manager.
- Raising issues relating to Health & Safety regularly in staff meetings.

- Fire Warden (or appointed person responsible to the Headteacher for Fire Safety, including carrying out regular fire risk assessments and fire checks etc and ensuring that the fire logbook is kept up-to-date)
- Drafting all H&S Policies and Fire Policies H&S Instructions for new and current employees.
- Carrying out Risk Assessments (School Trips and visits, Display Screen Equipment and any others requested by the Headteacher or Business Manager).
- Carry out PAT testing.

**Individuals in this role may also undertake some of the following:**

1. Ensure the operation and maintenance of specialised equipment following training, for example, scaffold towers, ladders, water temperature testing equipment etc.
2. Provide training on health and safety issues to other premises staff
3. Facilitate lettings and carry out associated tasks, in line with local agreements.

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

**Person Specification: Site Operations 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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	Level 2/3 Diploma (or equivalent) and proficient technical and practical skills.
<b>EXPERIENCE</b>	Previous relevant experience including supervisory experience
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Wider awareness of the related working environment eg client groups</li> <li>• Use of wide range of machinery/equipment eg kitchen, gardening and general maintenance</li> <li>• Sufficient knowledge related to a range of council services and activities in order to train, coach and/or mentor others</li> <li>• To organise others and own workload in order to achieve the job</li> <li>• Ability to identify changes required to work routines and act upon them in liaison with supervisors, clients and others as relevant</li> <li>• Ability to maintain accurate and timely records as required by the role eg cash returns, client diaries, contractors' schedules, etc.</li> <li>• Ability to deal with everyday problems and to identify which problems should be referred to supervisor</li> <li>• Ability to monitor job activities as required by the role</li> <li>• Ability to understand information and advise and liaise with others accordingly</li> <li>• Ability to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate</li> <li>• Has written and numeric skills in order to complete more detailed records and reports</li> <li>• Ability to listen, observe and contribute to discussions as required for the role eg child care, work plans, etc.</li> <li>• 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.)</li> <li>• Ability to communicate using information technology as required for the role</li> <li>• Undertake PAT Testing Certificate.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge and expertise in minor maintenance and repair</li> <li>• Knowledge of financial/ordering/monitoring procedures as required</li> <li>• Knowledge of how own job fits into the activity and role of the area/site</li> </ul>

	<ul style="list-style-type: none"><li>• Knowledge of a range of other jobs in the area</li><li>• Knowledge of health and safety requirements and legislation of a large site and the ability to recognise and take action to avoid potential risks under Health and Safety legislation</li><li>• Understands and able to apply Health and Safety procedures relevant to the job such as:<ul style="list-style-type: none"><li>- Manual handling;</li><li>- safe use of machinery and/or equipment;</li><li>- COSHH ;</li><li>- First Aid and Hygiene Practice;</li><li>- lone working procedures and responsibilities</li><li>- PAT Testing</li></ul></li><li>• Able to recognise and to deal with emergency situations</li><li>• Will need to undertake training to keep knowledge up to date</li></ul>
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