**Job description:** Site Manager (KR6)

**Responsible to:** School Business Manager

# Responsible for: Site Management

**Job Purpose**

The Site Manager will be responsible for the security and maintenance of the whole school site.

In collaboration with the School Business Manager, ensure the school complies with all current legislation relating to site safety and management.

To manage the caretaking staff to achieve the most efficient and economic use of the school premises, facilities, plant, equipment and materials, and there is an effective portering service.

# General Responsibilities

1. The Site Manager in collaboration with the School Business Manager will be responsible for all day to day matters relating to site management.
2. Responsible for the day to day management of the maintenance and cleaning contracts ensuring the site is safe and secure, liaising with contractors as required.
3. To ensure that the management and maintenance of the school buildings and environment are effectively undertaken.
4. To have day to day responsibility for the health and safety on site.
5. To delegate tasks as appropriate to other site staff ensuring such tasks are completed on time
6. Working with the Finance Officer and SBM to ensure value for money is achieved across the accommodation related budgets – building and grounds maintenance, energy costs.

# Duties

1. **Health and Safety**
   * To ensure that all working practices for the Premises Team comply with current legislation
   * To provide safe access to the school in the event of snow, ice or flooding

* Carry out termly site walks with the Headteacher, School Business Manager and School Governor
  + To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc
  + All duties to be carried out in compliance with the Health and Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the Schools Health and Safety Policy and Procedures
* Ensure statutory inspections and servicing are carried out in accordance with the specified frequency e.g. boiler servicing, lift inspections, fire and intruder alarm systems.
* Ensure regular testing of equipment and services are carried out e.g. water hygiene, fire alarm system weekly, that any defects are dealt with and appropriate records are maintained
* Ensure that all escape routes and potentially hazardous areas are kept free from obstruction
* Ensure that inflammable materials for use around the site are safely stored and advice is given on the storage of combustible materials
* Checking and maintaining the play area and outdoor equipment
* Organising removal of rubbish from the site as and when necessary
* Keep the asbestos register up-to-date and ensure that all contractors sign the register.

# Security

* To be responsible for the security of the premises, liaising with external suppliers and services where necessary
* To be responsible for ensuring the site is secure including locking up of the school during term time and for the unlocking and locking of the school during school closure periods as required
* To ensure that all doors, windows and gates are in good working order and that the security alarm system are maintained and working correctly
* To check, at least monthly, all perimeter fences, security devices and systems
* To ensure that the fire call points, intruder alarms and emergency lighting are tested as required.
* To monitor, report and advise the SBM/Headteacher on all security matters
* To be aware of all out of hours activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings
* Ensure the Site Management Team provide key holder duties for the school

# Site Duties

* To ensure that all tools and cleaning products are stored correctly and not accessible by pupils and that hygiene standards and regulations are met.
* To manage the provision of a portering and furniture moving service as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming.
* To ensure the school is kept clean and tidy and is conducive to learning e.g litter picking, collection and disposal of refuse.
* To ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards
* Obtain quotes for maintenance and improvements from approved contractors, and in collaboration with the School Business Manager / Headteacher commission the work.
* Oversee maintenance contractors ensuring that they have signed in and checked the relevant registers e.g. asbestos, and that work is completed to required standards
* Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site.
* Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
* Work with the SBM to develop and maintain a rolling programme of redecoration / refurbishment and improvement works
* To ensure that routine maintenance service checks on all serviceable equipment are carried out and in collaboration with SBM, that urgent matters arising are actioned
* To ensure light bulbs, fluorescent tubes and starter switches etc are changed as necessary and fittings and shades are cleaned regularly
* Ensure internal window cleaning is carried out as required
* To ensure that all cleaning materials and paper supplies for the toilets are ordered are always available.
* Responsible for checking heating oil supplies and ordering in good time

# Administration

* To place orders, via the school finance office, for items of housekeeping ensuring stock levels are maintained
* In liaison with the SBM to develop work programmes for ongoing maintenance and improvement
* To maintain a log of all inspections and checks carried out
* To establish and maintain a list of repairs/improvements ensuring that the work is carried out within an appropriate timescale depending on urgency
* Maintain records of utilities, meter readings, health and safety, and all other scheduled maintenance checks etc.
* To meet regularly with the SBM to discuss aspects of the job / matters arising but it is expected that the person will operate with minimal supervision and to required timescales

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Job / Person Specification

|  |  |
| --- | --- |
|  | **CRITERIA** |
| **QUALIFICATIONS** | * Level 2/3 Diploma (or equivalent) in a relevant trade, and proficient technical and practical skills. |
| **EXPERIENCE** | * Ideally previous relevant site or facilities management experience including supervisory experience. |
| **SKILLS AND ABILITIES** | * Have a broad range of DIY skills and / or trade * Wider awareness of the related working environment eg client groups. * Use of wide range of machinery/equipment eg gardening and general maintenance. * 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 e.g. weekly testing of fire alarm * Ability to deal with everyday problems and to identify which problems should be referred to Line Manager. * Ability to monitor job activities as required by the role. * Ability to understand information and advise / liaise with others as required. * 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 detailed records and reports. * Ability to listen, observe and contribute to discussions as required for the role e.g. 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. * Understands and able to apply Health and Safety procedures relevant to the job such as:   + Manual handling as the work will entail some moving / lifting   + Safe use of machinery and/or equipment.   + COSHH   + First Aid and Hygiene Practice.   + Working at Height   + 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. |

Signed: Name:

Date:

Updated: April 2021