****

**Job Description:** Site Manager

|  |  |
| --- | --- |
| **School:** | **Luddenham School** |
| **Grade:** | **Kent Range 4 - 25 hours per week (flexibility)** |
| **Responsible to:** | **Line Manager** |

**Purpose of the Job:**

To be responsible for the security, maintenance of the school, including taking part in the school life activities.

**Key duties and responsibilities:**

1. Ensure that buildings and the site are secure, including during out of school hours and taking remedial action if required.
2. Act as a designated key holder, providing out of hours and emergency access to the school site and undertake maintenance work out of hours when required.
3. Operate and regularly check systems such as heating, water, lighting, minibus and security (fire and intruder alarms).
4. Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site including plumbing and carpentry.
5. Arrange emergency repairs.
6. Arrange regular maintenance and safety checks.
7. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
8. Monitor materials and stock and/order supplies, and to take readings for gas and electricity.
9. Undertake general portage duties, including moving furniture and equipment within the school.
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. Handle small amounts of cash for the purchase of materials to carry out repairs.
13. Drive the school minibus to required activities (i.e. trips, gym, swimming, Forest School etc…).

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

1. Ensure the operation and maintenance of specialised equipment following training, for example sports/theatrical equipment, minibus and lawnmower.
2. Working at height following training.
3. Assist Forest School activities.
4. Work alongside the School Leadership Team to oversee and to implement new school construction projects.

**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.
* Plumbing and carpentry qualifications would be desirable.
 |
| **EXPERIENCE** | * Previous relevant experience including building maintenance and Health & Safety experiences
 |
| **SKILLS AND ABILITIES** | * Wider awareness of the related working environment eg client groups.
* Use of wide range of machinery/equipment eg kitchen, gardening and general maintenance.
* 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. client diaries, contractors’ schedules, 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.
* 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 child care, 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 ordering/monitoring procedures as required.
* Knowledge of how own job fits into the activity and role of the school.
* Knowledge of a range of other jobs in the area.
* Understands and able to apply Health and Safety procedures relevant to the job such as following training:
* Manual handling.
* Safe use of machinery and/or equipment.
* COSHH
* First Aid and Hygiene Practice.
* Lone working procedures and responsibilities.
* Water testing
* PAT testing
* Able to recognise and to deal with emergency situations.
* Will need to undertake training to keep knowledge up to date.
 |