Job Description: Site and Health & Safety Manager

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| **School:** | **St John’s CEP School** |
| **Grade:** | **Kent Range 8** |
| **Responsible to:** | **School Business Manager & Headteacher** |

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| **Job purpose** | To be responsible for the management and strategic planning of the whole school site. Ensure that the school complies with all current legislation relating to site safety and maintenance |
| **Function** |  |
| Site Maintenance | Ensure the school site is maintained to a high standard and repairs are addressed quickly |
| Site Security | Oversee and maintain the security of the site i.e. opening and closing of the premises, undertaking daily security site walks, fixing or reporting any problems, liaising with the Senior Leadership Team (SLT) as appropriate |
| Supervision | Supervise the work of the caretaker and any other site specific roles e.g. apprentice caretaker |
| Manage contractors | Effectively manage all contractors on site, ensuring that all health and safety requirements are met, monitor their performance and inspect their completed work |
| Procurement | Procure quotations for day to day repairs and maintenance including service contracts |
| Management of major projects | In collaboration with the School Business Manager, procure quotations for larger projects and ensure any associated buildings and grounds legislation is adhered to. Lead and manage the works on site through to completion |
| Buildings maintenance | Undertake emergency and planned maintenance and repairs within capability using own practical skills and that of the caretaker  Maintain and react to the school’s maintenance log and reporting  Monitor the boilers to ensure they are kept running on a day to day basis  Oversee the efficient working of heating plant and lighting and, where necessary, action any remedial repairs/replacement |
| Grounds maintenance | Organise maintenance of the school grounds  Manage a grounds contract for regular maintenance |
| Stock Control | Ensure adequate stocks of caretaking and cleaning supplies are maintained and procure best value from suppliers |
| Cleaning | Oversee the day-to-day management of the school’s cleaning contract, ensuring high standards are maintained and liaise with the contractor’s supervisor. Review performance and tender for new contracts as appropriate to ensure best value |
| Health & Safety | Ensure the school complies with all current legislation (including school and KCC policies) in relation to site safety and facilities management, including the maintenance of appropriate records |
| Complete written health and safety inspections of the site, including fire alarm testing, asbestos management and Legionella procedures and address any issues arising. Liaise with the Health & Safety Officers in reporting any related matters |
| Complete fire alarm tests every week and regularly check evacuation routes, emergency lighting and fire equipment for damage or expiration, or any other associated fire risk issues. |
| Be responsible for water hygiene management (training will be provided), ensuring regular checks are undertaken in accordance with policy |
| Minibus | Manage the servicing, repairs and record keeping associated with the school minibus |
| Lettings | Oversee the operation of lettings (fire safety and evacuation, cleaning and security). Some evening and weekend cover between the site team will be required in connection with school events and lettings |

Person Specification: Site and Health & Safety Manager

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|  | **CRITERIA** |
| **QUALIFICATIONS** | * Minimum level 2/3 Diploma (or equivalent) and proficient technical and practical skills * NEBOSH General Certificate or equivalent (or willingness to work towards this in first year) |
| **EXPERIENCE** | * Significant previous relevant experience of maintenance and health & safety oversight * Supervisory experience of colleagues |
| **SKILLS AND ABILITIES** | * Good team player able to work with a staff in a range of roles * Awareness of the range of safeguarding requirements required in a school environment * 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 SLT and others as relevant * Ability to maintain accurate and timely records as required by the role e.g. contractors’ schedules * Ability to deal with everyday problems and to identify which problems should be referred * Ability to monitor job activities as required by the role * Has written and numeric skills in order to complete more detailed records and reports * 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) * Use of wide range of machinery/equipment e.g. gardening and general maintenance |
| **KNOWLEDGE** | * Knowledge and expertise in maintenance and repair * Knowledge of financial/ordering/monitoring procedures as required * Knowledge of how own job fits into the activity and role of the school * Understands and able to apply Health and Safety procedures relevant to the job, such as: manual handling; safe use of machinery and/or equipment; COSHH; First Aid and Hygiene Practice; and 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 |