



Job Description & Person Specification

Site Manager

Job Details

Salary: Kent Range 6

Hours: 37 hours per week; full-time

Contract Type: Permanent

Reporting to: Headteacher

Main Purpose of the Job

To be responsible for the security, maintenance and cleaning of the school.

Main Duties & Accountabilities

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.
3. Procure quotes for routine maintenance work on school premises.
4. Contribute to the management of the premises budget.
5. Be responsible for other site staff including cleaning staff and grounds persons.
6. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms).
7. Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site.
8. Arrange emergency repairs.
9. Arrange regular maintenance and safety checks.
10. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
11. Monitor materials and stock and/order supplies.
12. Undertake general portage duties, including moving furniture and equipment within the school.
13. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
14. 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.
15. Handle small amounts of cash for the purchase of materials to carry out repairs.
16. To drive the school minibus
17. To carry out weekly vehicle checks, and to carry out basic maintenance
18. To ensure staff know how to complete the daily driver checks.
19. Report any vehicle defects, faults, incidents and accidents (drivers responsibility to report to Site Manager).
20. Be responsible for the cleanliness of vehicles and ensuring the vehicle is in a clean and roadworthy condition before and after use.

Headteacher

Premises Manager

Assistant Caretaker

Cleaners

Person Specification

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Level 2/3 Diploma (or equivalent) and proficient technical and practical skills.
EXPERIENCE	<ul style="list-style-type: none"> • Previous relevant experience including supervisory experience
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Wider awareness of the related working environment e.g. client groups. • Use of wide range of machinery/equipment e.g. 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. • 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. cash returns, 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, 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 e.g. 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	<ul style="list-style-type: none"> • 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. • 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: <ul style="list-style-type: none"> ○ Manual handling. ○ Safe use of machinery and/or equipment. ○ COSHH ○ First Aid and Hygiene Practice. ○ Lone working procedures and responsibilities.

	<ul style="list-style-type: none">• Able to recognise and to deal with emergency situations.• Will need to undertake training to keep knowledge up to date.• Hold a current, clean and valid driving licence D1 unrestricted or a PCV licence or D1 restricted (car licence obtained prior to 01/01/1997).• Be 25+ (for insurance purposes).• Capability to maintain accurate vehicle and user records.• Competent to undertake daily and weekly vehicle checks and carry out basic maintenance.
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