



## **JOB DESCRIPTION FOR SITE MANAGER**

### **Name**

<b>Job Title</b>	<b>Site Manager</b>
<b>Line Manager</b>	<b>ABM</b>
<b>Responsible to;</b>	<b>HOS</b>
<b>Hours</b>	<b>37 Hours a week</b>
<b>Pay:</b>	<b>KR6</b>

### **Main Purpose of the Job**

To adhere to the requirements of all documents within the the Estates Strategy and to be responsible for all aspects of site management including a wide range of duties and responsibilities connected with the building and grounds of the school. This includes security, cleanliness, portering, monitoring contractors, routine maintenance, refurbishments and administration tasks.

### **General Duties**

- Take pride in the environment, ensuring it is safe, secure, clean, tidy and prepared for pupil's learning.
- To support the delivery of goods and match with delivery notes which need to be signed.
- Undertake any training required to be able to carry out the duties of site manager.
- Maintain all meter readings (water, gas, electricity etc) to ensure efficient use and maximise savings through energy conservation.
- Manage the provision of portering and furniture moving as required.
- Work with and alongside the other site staff across the MAT.
- Be prepared to work in all Whinless Down Academy Trust's premises.

### **Specific Responsibilities**

#### **Security**

- To attend to the opening and closing of the premises at designated times.
- Maintain the security of the site, for example, opening and closing of the premises including those for lettings, dealing with any problems and ensuring the school is locked and secured appropriately.
- Ensure portable items of value are security marked.
- To repair or report any damage that would pose a security risk immediately to ensure security of the site is not and cannot be compromised.
- To attend emergency call-outs as required should the security company need assistance.
- To check monthly, all perimeter fences, security devices, fire appliances CCTV and alarm systems reporting defects.

#### **Maintenance**

- To monitor the day to day maintenance, repair and cleaning of the school.
- Co-ordinate and undertake improvement and maintenance projects across the site to improve the learning environment. Prioritise work with due regard to health and safety considerations.
- Arrange for the ordering, maintenance and storage of materials and equipment (including any specialist materials required for specific projects) and implement appropriate control systems

for all stock items to facilitate the efficient operation of site maintenance, repairs and safety work.

### **Health and Safety**

- To provide safe access to the school in the event of snow, ice or flooding and clear of litter and debris at all times.
- To have knowledge and pictorial representations 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 and the Trust's own Health and Safety Policy, Procedures and risk assessments.
- To carry out regular health and safety inspections alongside the Academy Business Manager, Head Teachers, Trustees or Governors and respond to any actions required.

### **Administration**

- Attend and participate in regular meetings with the Academy Business Manager and other Site Managers from across the Trust to support a two-way dialogue of information.
- Liaise with the Head Teacher, Academy Business Manager and Executive Head Teacher on priorities of maintenance and improvement work to ensure the work is carried out in order of priority.
- Liaise with contractors.
- Co-ordinate and supervise on-site contractors ensuring health and safety regulations are strictly adhered to and the smooth operation of maintenance work on the school site. Ensure terms of contracts are met, within budget and highest possible standards of work are achieved.
- Become familiar with and use the 'Every' premises software.
- Undertake appraisal reviews of cleaning staff ensuring they feel valued and the highest standards are achieved.

### **Compliance**

- Manage all routine safety checks around the site, to include fire safety, risk assessments and legionella maintenance to ensure safety of all people on the school site.
- Complete and comply with all relevant risk assessments.
- Support the Senior Leadership team with the movement of vehicles on site.
- Manage and supervise in-house cleaners to ensure the highest possible standard of work, cleaning and hygiene are maintained throughout the school.
- To man the road barrier at the start and end of the day to ensure that unauthorised vehicle movement is prevented from coming on site.

### **Day to Day Line management (Report to ABM)**

- **4 Cleaners**

This job description describes, in general terms, the normal duties which the post holder is expected to undertake and doesn't list each task. However the job description or the duties contained therein may be amended from time to time without changing the level of responsibility associated with this post.