

**JOB DESCRIPTION**

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| Job Title: | Site Manager |
| HBC Grade: | **HBC 4** |
| Service: | **Children & Young People** |
| Responsible to: | **Headteacher** |
| Division: | **Schools** |

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| **Main Purpose of the Role** |
| To be responsible for the building maintenance, cleanliness, security and maintenance of furnishings, fixtures, plant and heavy equipment within the designated school/site locations. |

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| **Key Duties** | |
| **1** | Maintain premises security such that key holding procedures are observed and that the premises remain as secure as is practically possible. |
| **2** | Respond to and accurately record all callouts, liaising with the security force and police as appropriate and make the premises secure after break-ins. |
| **3** | Monitor, operate and maintain appropriate site security systems including opening and closing the building at the beginning and end of a school day, lettings outside school hours and respond to callouts as necessary in order to provide satisfactory security arrangements. |
| **4** | Regularly test fire alarms and be familiar with the evacuation procedure for the premises and carry out evacuation drills. |
| **5** | Undertake the role of Fire Marshall. |
| **6** | Ensure the safe storage of materials covered by the COSHH regulations. |
| **7** | Ensure stringent health and safety provision and adherence to safe working practice. |
| **8** | Contribute to the completion of risk assessment of security risks to the designated multi school/site premises (grounds, premises and contents) including vandalism/arson. |
| **9** | Advise on and develop measures to prevent waste and reduce energy consumption in consultation with the appropriate person. |
| **10** | Ensure lights and other equipment are switched off as appropriate. |
| **11** | Operate, manage and control cleaning materials and equipment including the ordering, monitoring storage and distraction of stock to appropriate personnel. |
| **12** | Manage stock within an agreed budget, cataloguing resources and undertaking audits as required |
| **13** | Assist in the safe and effective use of specialist equipment and materials. |
| **14** | Undertake porterage of stock, furniture and equipment as required. |
| **15** | Report all structural, fabric, furnishings, fixtures and equipment defects to the appropriate person. |
| **16** | Responsible for the operation of a preventative planned maintenance programme and for routine inspections of designated buildings, fixtures, fittings, furniture, premise and grounds to access for minor work or repairs to be carried out to maintain safe and satisfactory conditions. |
| **17** | Undertake minor/simple repairs as required e.g. minor plumbing, changing light bulbs, redecorating and fixing etc. |
| **18** | Organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the school/site premises is satisfactory, as per specific schedule for the school/site premises |
| **19** | To organise and carry out minor improvement work e.g, erecting shelves, notice boards, bookshelves etc. as agreed with the appropriate senior member of staff. |
| **20** | Liaise with external contractors and monitor their work ensuring it is carried out punctually and to the required standard. |
| **21** | Supervise and monitor the cleanliness of the designated school/site premises, including monitoring and managing cleaning staff. |
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|  | Undertake general cleaning duties within the premises and outside of the premises to ensure a safe and hygienic working environment is maintained. |
| **22** | Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained inside and outside of the designated multi school/site premises. |
|  | Complete all the necessary administration and paperwork. Contribute to the maintenance of records, information, and data, including the production of analysis and reports as required to Senior Management Team to aid decision making. |
| **23** | Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person. |
| **24** | Be aware of and support difference to help ensure everyone has equal access to facilities and feels valued, respecting their social, linguistic, religious, and ethnic background. |
| **25** | Contribute to the organisation’s ethos, aims and development/improvement plan. |
| **26** | Work as part of a team appreciating and supporting the role of other people in the team. |
| **27** | Attend and participate in meetings as required. |
| **28** | Assist in the induction of other staff as required. |
| **29** | To be involved in school life and form positive relationships with staff, parents/carers, and children. |
| **30** | To set up and tidy away tables for breakfast club and after school meetings/coffee mornings. |
| **31** | Recognise own strengths and areas of expertise and use these to advise and support others. |
| **32** | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.