

PENSBY HIGH SCHOOL

JOB PROFILE

SITE MANAGER

Responsible to: Business Manager
Grade: Band F
Hours: 36 hours per week, full time, year-round contract

Job Purpose:

Under the direction of the Business Manager, the site manager will be responsible for the security of the premises and its contents (including the operation of fire and burglar alarms); lighting, heating (including organising maintenance); organising portage and handyperson duties, assisting with minor repairs as and when required across the site. The Site Manager will also manage the Cleaning Supervisor and support this area of the school and the caretaking staff in their operational roles.

THE PERSON

The person we are looking for needs to be aware that the job can be at times physically demanding and does need to be able to work using their own initiative.

SPECIFIC DUTIES & KEY AREAS OF RESPONSIBILITY

(1) Security of Premises

- Carrying out security procedures for school buildings and grounds, ensuring checking and securing windows and internal doors, lights off and that the site is secure. Locking and unlocking of the school and site, provision of alarms
- Act as the designated key holder for the school premises providing out of hours and emergency access to the school site according to their planned rota
- To walk the site and proactively check for any security issues
- Ensuring unauthorised parking of vehicles does not occur
- Carrying out recognised procedures in the event of fire, flood, breaking and entering, accident or major damage
- Checking of CCTV System to ensure cameras are operating and the hard drive is recording and monitoring when appropriate
- Ensuring contractors on site are monitored
- Liaising with the alarm provider regarding security
- Dealing with enquiries with regard to the site and buildings.

(2) Lighting and Heating of Premises

- Ensuring that the school's lighting is operating safely
- Operating the heating plant (various Boiler Rooms) so that the required temperatures are maintained in the school premises, and that an adequate supply of hot water is available
- Carrying out frost prevention procedures as instructed
- To ensure that routine inspection and maintenance procedures are carried out within the school with regard to heating, hot water and individual boilers
- Ensuring that rooms are adequately heated.

(3) Portage

- Taking delivery of stores, materials and other goods received by the school and storing them as instructed or assist with delivery to appropriate departments
- Laying out and stacking furniture as required for assemblies, exams, parent's evenings etc as directed
- To assist with the moving of furniture, filing cabinets etc as directed
- Any other portering duties as requested by the Headteacher or Business Manager

(4) Safety at Work

- Taking part in relevant Health & Safety training
- Attending relevant meetings as required
- Perform duties in line with health and safety and COSHH regulations and act where hazards are identified, reporting serious hazards immediately. Regular checks of the site will be made
- Undertake regular health and safety checks and manage internal procedures efficiently including risk assessment of buildings, grounds, fixtures and fittings, (e.g. fire alarms, emergency lighting, water safety and compliance with fire safety regulations) and equipment, in line with other schedules.
- Ensuring that all cleaning and caretaking activities are carried out in a safe manner
- Complying with all procedures required
- Assisting with Fire Drills and recording in Fire Log Book, maintaining this and the logs in line with regulations and as required for fire safety checks
- Undertaking regular testing of the fire alarm
- Ensuring that the asbestos register is complete and that all contractors are aware and manage risk appropriately
- Cleaning up bodily fluids correctly
- Ensuring safe disposal of hazardous waste
- Ensuring all appropriate equipment is in a safe working condition and that training is in place for its use where required.

(5) Major and Minor Repairs

- Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site
- Arrange emergency repairs
- Arrange regular maintenance and safety checks, ensuring that all external contractor maintenance and service contracts are adhered to and all recommendations are reported immediately to the Business Manager and carried out e.g. mechanical works, fire warning system etc.
- Supervise onsite maintenance contractors at all times, checking that work is completed to required standards and within required timescales
- The Site Manager will organise any minor repairs within his/her ability, training and Health & Safety constraints
- To assist with other duties such as MOT for the school minibus etc.

(6) Staff Training and Supervision

- Work with caretaking and cleaning staff to build a team and manage a diverse group with care and empathy
- Responsibility for ensuring that weekly/monthly timesheets are completed by staff as and when required and that any changes to hours, shifts or leave are reported to the Business Manager
- Responsibility for completing order forms for basic stores and for booking minor repairs
- Dealing with instructions from the Business Manager concerning the letting of the school premises
- Line manage Cleaning Supervisor
- Conducting Annual Performance Management where applicable

- Ensuring that all site and cleaning staff are aware of and follow Health and Safety at Work Codes of Practice and other appropriate publications

(7) Cleaning

- To maintain and monitor paperwork and records for all internal systems to a high standard (including an inventories of works carried out, maintenance, stock and financial expenditure from cleaning and caretaking budgets)
- To ensure that toilets are clean and in working order and that there is soap, toilet roll, paper towels etc in relevant areas
- To check that hand dryers are in good working condition
- To walk around playgrounds, car parks keeping the area free from litter, and supervising the daily litter patrol
- To keep the entrance at the front of the schools clean
- To clean excess dirt from hard surfaces and clear leaves
- To rock salt relevant areas in frosty/snow weather, ensuring adequate stocks of rock salt are kept
- To ensure that drains and gullies are kept free flowing and clean
- To ensure that dustbin points are clear, ensuring bins are emptied as necessary
- To ensure that the cleaning team cleans as directed

(8) Other duties

- To maintain confidentiality over matters relating to staff, pupils, parents, visitors or other school business
- To actively participate in any appropriate training when required
- To be responsible along with all members of the school staff for the safeguarding and welfare of all pupils.
- To carry out any other duties commensurate with the grade as directed by the Headteacher/School Business Manager

Person Specification: Site Manager

E = Essential

D = Desirable

Demonstrated by: A = Application process I = Interview process

Experience:	E/D	A/I
Significant experience or skills in a trade	D	A/I
Successful experience of taking responsibility for the care and maintenance of premises, preferably a school	E	A/I
Ability to manage external contractor maintenance and service contracts and ensure recommendations are carried out	E	A/I
Experience of working constructively as part of a team, understanding organisational roles and responsibilities and your own position within these	E	A/I
The ability to maintain, monitor, operate and understand internal systems	E	A/I
Ability to understand and manage regulations; such as health & safety, manual handling and risk management procedures	E	A/I
Competent at basic building repairs and maintenance	E	A/I
To be able to use small industrial, electrical and mechanical equipment	E	A/I
Experience of managing external contractors	D	A/I
Successful experience of the management of staff	D	A/I
Experience of supervising and/or training small groups or individuals	D	A/I
Qualifications and Training:		
Educated to GCSE grade C or Level 4 and above in Maths and English	E	A/I
Hold recognised training/qualifications associated with premises management	D	A/I
Health and Safety qualification eg IOSHH, NEBOSH	D	A/I
Knowledge:		
Knowledge of statutory regulations and procedures including Health & Safety, COSHH, fire and movement, handling of goods; preferably in a school environment	E	A/I
Ability to comply with Health & Safety regulations ensuring all duties are carried out safely	E	A/I
Ability to perform the physical tasks demands of the role duties of the post	E	A/I
Good numeracy, literacy, IT and communication skills	E	A/I
Ability to manage own time effectively, being organised and demonstrate initiative including establishing priorities	E	A/I
Ability to prioritise and manage workload to meet deadlines, whilst be understanding of the need to be flexible within the school environment	E	A/I
Aptitudes:		
Ability to form strong working relationships with adults and students	E	A/I
Flexibility to working arrangements; attendance at evening events on an occasional basis	E	A/I
Capacity and willingness to evaluate own and others performance	E	A/I
Willingness to innovate and develop self, and others	E	A/I
Ability to work collaboratively with a range of professionals in a range of settings	E	A/I
Willingness to contribute to the wider life of the school	D	A/I
Record of good attendance and punctuality	E	A
Values:		
The belief that every student can and will achieve their very best	E	A/I
Safeguarding and welfare of the school community:		
The ability to maintain appropriate relationships with all members of the school community	E	A/I
The ability to manage student and colleagues' behaviours in a positive way	E	A/I