



Job Title:	Site Manager
Responsible to:	Senior Operations Officer
Hours:	36 hours per week, 52 weeks per year
Grade:	Scale 6 (point 18-20)

### **Job Purpose and Context**

The site manager will be responsible for all matters relating to the effective operation of the school's building, grounds and facilities. The site manager is responsible for making sure the premises are safe, secure and ready for use on a day to day basis by students, staff and other school users

The site manager will be responsible for the deployment of site staff and set up of facilities. The site manager needs to be prepared to work during evenings and weekends on a rota basis.

### **Roles and Responsibilities:**

Maintenance of buildings, equipment and school grounds:

- Carry out regular tours of the school site to identify maintenance and health & safety issues
- Develop a maintenance programme including repairs and redecoration
- Liaise with employees, contractors and suppliers etc. as required
- Ensure contractors and the facilities team complies with asbestos register and all health & safety regulations
- Check safeguarding procedures are adhered to with outside contractors
- The day to day management of all school facilities
- Ensure proper maintenance of stock, tools, and equipment
- To use the schools record systems where relevant and appropriate
- Manage the deployment of site staff in order to ensure appropriate levels of cover (especially during evening, weekend and holiday periods)

Security:

- Ensure the alarm system and procedures are adequate to provide security of the schools assets
- Ensure the site is secure and well lit
- Carry out regular tours of the school site to identify security issues and plan for their improvement



Assets:

- Provide information when required on the state and condition of the schools assets such as furniture, fittings and the fabric of the building

Supervision:

- Carry out supervisory duties of the site team including performance management process

Grounds:

- Monitor work carried out on the grounds, meet with contractors and plan work
- Ensure the grounds are welcoming, safe and clean
- Ensure there is adequate signage to assist all users of the site

Cleaning and refuse:

- Monitor the refuse contract to ensure that the site is free of rubbish and that a full recycling service is offered
- Ensure the necessary checks for legionella are undertaken and the relevant logs maintained
- Ensure contractors are complying with the agreed arrangements in respect of personal hygiene, water management etc.
- Liaise with the appointed cleaning contractor to ensure the site is kept clean and to a high standard.

Health & Safety:

- Ensure that all site staff receive training relevant to their roles
- Ensure that contractors comply with Health & Safety and safeguarding policies
- Ensure the schools Health & Safety policy is fully complied with
- Ensure that a register is kept of all tasks completed that relate to Health & Safety
- In liaison with the relevant areas and technicians ensure the annual Health & Safety checks are carried out on curriculum equipment
- Monitor traffic on site to ensure it is safe for users
- Assist with the annual risk assessment around the school
- Ensure the annual portable appliance testing is carried out by site staff
- Ensure that the current Health & Safety regulations are complied with.
- Checking that the site is clear of hazards. Recording and reporting any health & safety incidents
- Ensure users of the site are aware of health & safety issues, including contractors
- Carry out regular tours of the site to identify any health & safety issues



#### Fire Safety Management:

- Ensure the designated checks on the fire equipment are carried out and annotated in the relevant files
- Keep accurate, up to date records of all fire safety checks
- Ensure the fire alarm system is checked regularly

#### Accessibility:

- Ensure that the site is accessible to all users and be aware of those with special needs, especially in respect of emergency evacuation

#### Sustainability and Energy:

- Practise energy conservation
- Ensure that a full recycling service is offered to users of the site
- Make maximum use of water and energy, ensuring that savings, where possible, are put into place. Monitor the use of the facilities and energy both during the day and evening to ensure it is as efficient as possible

#### Lettings

- Ensure the school's access, hiring and lettings policies are followed.

#### Mini-Bus:

- Responsible for ensuring that the mini bus is well maintained, regularly serviced and procedures are in place for its use and safety

#### Administrative and record keeping:

- Prepare requisitions for goods, services and equipment repairs that relate to facilities
- Manage budgets related to premises effectively
- Deal with any enquiries relating to facilities
- Ensure that the holiday cover for staff is adequate
- Attend and participate in relevant meetings

#### Reporting and monitoring

- Monitor the performance of the school keepers
- Ensure all relevant documentation, assessments, logs and registers are accurate and kept up to date

#### General requirements:





- To complete school based induction and undertake staff training related to site, facilities, health and safety to improve performance, as required.
- To take appropriate action to identify, evaluate, minimise and manage any risks to health, safety and security in the immediate working environment
- To participate in the school's appraisal system
- To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job

**Notes:**

The school expects its staff to work flexibly within the framework of the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the duties and responsibilities.





### Site Manager – Person Specification

Skills and Abilities	Essential	Desirable	Assessed by
Ability to organise one's own work, to prioritise tasks and keep to deadlines	✓		Application & interview
Ability to work independently and lead and supervise the work of the team	✓		Application & interview
Ability to be flexible and respond effectively to the 'unexpected'	✓		Application & interview
Ability to communicate and interact effectively with adults and young people	✓		Application & interview
The ability to apply ICT skills to the needs of the job	✓		Interview
Displays commitment to the protection and safeguarding of children and young people	✓		Application & interview
Knowledge			
A thorough understanding of health, safety and security issues and relevant legislation affecting schools	✓		Interview
An understanding of the various cleaning methods and techniques		✓	Application & interview
A thorough practically based understanding of premises maintenance issues	✓		Application & interview
The know-how to assess and carry out minor repairs and maintenance	✓		Application & interview
Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of children and young people	✓		Application & interview
Qualifications & Experience			
Willingness to successfully complete the range of training relevant to the job	✓		Interview
Certification of relevant health & safety training		✓	Application
GCSE at level A-C in English and mathematics or equivalent		✓	Application
Relevant certification of practical skills and knowledge		✓	Application
Between 3 and 5 years relevant experience as a school keeper / caretaker		✓	Application & interview