

## Job Description

<b>Title of post</b>	<i>Hub Estates Manager</i>
<b>Salary</b>	<i>Grade I - £34,434 - £38,220 plus £2250 call out allowance</i>
<b>Hours of work</b>	<i>Full time. Permanent. 37 hours per week Working every 3<sup>rd</sup> weekend for lettings (opening and closing school)</i>
<b>Line manager and responsible for reviews</b>	<i>Harrogate Hub Business Manager</i>

### Purpose of the Post

To provide and be accountable for high quality Facilities Management across a number of schools in Harrogate (Primary and Secondary).

Harrogate High School is fully committed to safeguarding children and promoting their welfare and expects all staff to share in this commitment. All posts are subject to an Enhanced DBS with Barred List check.

This Job Description is furnished to assist staff joining Harrogate High School (and Hub Schools) to understand and appreciate the work content of their post and the role they are to play in the organisation.

Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake other reasonable duties commensurate with the purpose and salary level of this post.

Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform, and these will be taken into account when the post is reviewed.

Harrogate High School is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the School's Services.

Harrogate High School is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

### Main Duties/Responsibilities

- To project manage major building projects across a number of schools, ensuring that all work is undertaken in the most safe, effective and efficient manner, whilst ensuring PFI compliance at Harrogate High School.
- To oversee the provision of the caretaking and cleaning service. To supervise the caretaking team, including where appropriate, grounds maintenance staff / contractors; and to ensure high standards of caretaking/cleaning are maintained within and around the school.
- Support the development of a Caretaking and Cleaning Hub, to ensure sites have sufficient and quality support.

## GENERAL RESPONSIBILITIES

- Ensure that the management and maintenance of the school buildings and environment are effectively undertaken.
- Be responsible for the health & safety of the site and reviewing good practice in MAT schools to implement.
- Undertake repairs and DIY projects.
- Security of the school site including locking and unlocking.
- Ensure the cleanliness of the school is adhered to by managing cleaning staff and ensuring they are all trained.
- Delegate tasks as appropriate to other site staff or outside contractors, ensuring Health & Safety regulations are strictly adhered to.
- Monitor the performance of the cleaning team and liaise with the Hub Business Manager to ensure a clean, tidy and well maintained school environment.

## PREMISES MANAGEMENT

- Monitor the day to day maintenance, repair and cleaning of the school. Monitor both the building maintenance and cleaning materials budget.
- Advise and carry out on a rolling programme of redecoration/refurbishment.
- Order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes, ensuring best value for money is received.
- Assist the Hub Business Manager to prepare documentation for tenders or specifications of small to medium projects.
- Develop appropriate monitoring procedures to ensure that the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies.
- Carry out regular (daily, weekly, monthly) monitoring and inspection checks of the premises, equipment and grounds keeping accurate manual records where appropriate and also on the school's online system.
- Monitor work requests on the premises hazard spot list ensuring that day to day maintenance tasks and requests for minor works are undertaken as expediently as possible and actions recorded in a timely manner.
- Instruct and supervise the grounds maintenance contractor ensuring the school grounds are maintained to a high standard.
- Provide support during exam periods, laying out exam tables in accordance with exam regulations and then clearing down for lettings (where necessary).
- Ensure that the cleaning team works efficiently and effectively so that the site is maintained to a high standard.
- Undertake the appraisal reviews of the cleaning and caretaking staff, ensuring continuing professional development in liaison with the Hub Business Manager.

## SECURITY

- Be responsible for the security of the premises, liaising with contractors and emergency services in this respect as necessary, ensuring the Headteacher and Hub Business Manager are kept informed.
- Be responsible for unlocking and locking of the school during term and school closure periods.
- Providing access to the school as may reasonably be required outside the normal hours of opening, including access in the event of flood, snow or other similar emergencies.
- Ensure that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly.
- Consistently check all perimeter fences, security devices, fire appliances, CCTV systems and alarms updating the log.
- Ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results recorded.
- Monitor, report and advise the Hub Business Manager/Headteacher on all security matters.

- Be aware of all out of hours activities at the school (liaising with the School Development Officer) and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.
- Act as main keyholder for the school.

## GENERAL SITE DUTIES

- Set and monitor the school heating and hot water systems.
- Take energy and water readings on a monthly basis and maintain logs.
- Ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets checked daily for fresh supply of disposables etc.
- Ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards.
- Ensure the school hall floors are kept clean and polished regularly.
- Ensure that all tools and cleaning products are stored safely and correctly and are not accessible by pupils and that hygiene standards and regulations are met.
- Manage the provision of a portering and furniture moving service as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming.
- Maintain a register of keys issued to staff
- Ensure that orders received into school are delivered to the appropriate area / person as necessary.
- Ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, air conditioning units, firefighting equipment, lightning conductors etc. and results recorded and filed accordingly.
- Ensure light bulbs, fluorescent tubes and starter switches etc are changed as necessary and fittings and shades are cleaned regularly.
- Maintain stage and drama equipment, including stage lighting.
- Organise annual PAT testing and keep accurate records.
- Ensure all indoor and outdoor plants are adequately watered during school closure periods.
- Ensure that the bins in and outside are cleaned and emptied regularly.
- Undertake minor window cleaning as required and arrange biannual cleaning of windows and gutters.
- Ensure the gutters around the school are kept clear of balls and play equipment.
- Ensure the grounds are kept clear of leaves, litter and soil 'wash off'.
- Maintain sufficient supplies of salt and ensure routes into school are salted for use.
- Maintain adequate levels of cleaning materials and monitor usage.
- Collect and dispose of all waste, refuse and surplus materials.
- Clear up bodily fluids after accidents adhering to health & safety procedures.
- Manage the programme of summer cleaning.
- Carry out emergency/cover cleaning if required.
- Manage the fire drill logs.
- Evaluate the evacuations with the Hub Business Manager and Headteacher, maintain the logs and act as a fire marshal.
- Ensure all caretaking and cleaning equipment is in a safe, clean and working condition.

## HEALTH & SAFETY

- Ensure that all working practices for the cleaning team comply with current legislation, safeguarding and health and safety regulations.
- Provide safe access to the school in the event of snow, ice or flooding.
- Have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc.
- Duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the School's Health & Safety Policy and Procedures.
- Maintain and develop the school's risk assessments in collaboration with the Hub Business Manager and Headteacher.
- Maintain the school's COSHH and asbestos registers.

- Attend and support the Hub Business Manager with termly Health and Safety inspections, ensuring necessary documentation is in place and provide evidence where necessary.

## ADMINISTRATION

- Maintain the school's equipment, plant inventory and asset register.
- Maintain a contractor log.
- Order repairs and maintenance items in liaison with the Hub Business Manager.
- Maintain a log of all inspections and checks carried out.
- Log all repairs / improvements through LOR Portal.
- Establish and maintain an audit of all tools and equipment, their state of repair and where they are kept.
- Maintain all tools and equipment in good repair and arrange for the training of members of the Premises Team on their safe use.
- Ensure mechanical equipment is inspected prior to each use.
- Ensure power tools are inspected before use and are PAT tested as required.
- Carry out regular H&S inspections and Risk Assessments on his/her own and with the Hub Business Manager.
- Report team members absence following the school's absence procedures.
- Carry out other duties of a similar nature from time to time as may be required by the Senior Leadership Team.

## TRAINING

The Trust is committed to the development and progression of all staff. Staff are encouraged to attend training courses appropriate to their own and department's needs. These include external courses, internal workshops, staff meetings and departmental training. The successful candidate may be required to undertake training to fulfil the requirements of the post.

The post holder will be expected to carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

*This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.*