

**Site & Maintenance Manager Job Description**

As part of Delta, Education Trust, Wyvern Academy’s vision is ***“Learning together in pursuit of happiness”.*** This means we really care whether pupils love or hate their learning, so we work hard to create a space where pupils learn together to become knowledgeable, self-aware, independent and happy people who make a positive difference, wherever life takes them.

|  |  |
| --- | --- |
| **Job Title:** | Site & Maintenance Manager |
| **Grade:** | Grade F |
| **Responsible to:** | Operations Manager/Facilities Manager Dorset |
| **Responsible for:** | Site Assistant – 37 hours, 52 weeks |
| **Hours:** | Mon-Thur 7.30am – 3.30pm, Fri 7.30 am – 3.00pm |
| **Any Special Conditions of Service** | Some flexibility in working hours for which prior notice will be given.  A policy of no smoking |
|  |  |

**Main Purpose of the job**

The Site Manager will be responsible for managing both the overall appearance, safety, planned & reactive maintenance and smooth running of the school site. This includes security, lighting and heating, cleaning specified areas, porterage duties, maintenance and repair duties as appropriate and such duties as may arise from the use of the premises. The Site Manager will be expected to take pride in the service provided and the standards achieved relating to all aspects of the management of the sites. Acting as the designated Fire & Security Officer.

**Duties and Responsibilities**

The Site Manager will be expected to undertake the following areas of responsibility:

#### **Security of the Premises**

To ensure site security is maintained by:

* Acting as a keyholder of the site, available for out of hours alarm activations
* Controlling key security and booking out system
* Checking and recording the operation of fire and burglar alarms
* Routinely unlocking and locking of buildings, setting & disarming of alarm systems
* Regular security patrols
* Establishing and maintaining arrangements for monitoring vehicles parked on the site and ensuring that unauthorised parking is eliminated
* Maintaining the security of buildings property and users during community use

**Cleaning**

### 

To oversee appropriate and efficient cleaning of the school site, to include:

* Monitoring and recording cleaning standards, and taking immediate action to ensure any problems are relayed to cleaning staff and/or contractors and to senior management of the school and resolved at the earliest opportunity
* Liaising with cleaning contractors to ensure expectations and standards are met
* Cleaning response to spills and bodily fluid. Ensuring areas are cleaned and disinfected in line with procedures

## Utility services

To be responsible that arrangements are in place for:

* Regular checking and adjustment, where necessary, of heating systems
* Organise annual gas safety inspections as required
* Preparing reports for the Headteacher on the efficiency of energy and water consumption
* Regular checks of water, gas and electrical services and recording of results
* Be aware of the location of essential services including water isolation valves, drainage systems, gas and electrical supplies.

## Building maintenance, repairs and redecoration

To plan, organise and monitor, with the Operations Manager & Facilities Manager Dorset, a program of site maintenance, repairs and redecoration in accordance with the School Development Plan.

To include:

* Organising in-house labour and outside contractors
* Assigning & completing issues through online ticket platform
* Preventative maintenance, through regular inspection of buildings and external areas
* Minor repairs/replacements, e.g. light tubes, diffusers, ceiling tiles
* Painting, decorating and minor alterations/construction work through a rolling program and as required
* Emergency repairs
* Liaising with architects and external contractors as necessary to organise and monitor work
* Ensuring safety procedures and safe working practices are always adhered to
* Monitoring expenditure to stay within budget allocation and advise as necessary
* Organising for appropriate tools to be on site and that they are kept maintained and serviced e.g. vacuum cleaners, hand/power tools etc.
* Contribute to the development plan for repair, maintenance and redecoration
* Providing the Operations Manager with monitoring and progress reports on all work undertaken

**Oversight of Buildings and Grounds**

* To ensure the work of grounds maintenance contractors are appropriately specified and adequately monitored
* Advise the Operations Manager on the signposting of the site clearly identifies any hazards
* Ensure Tree surveys are carried out as recommended in guidance
* Following severe weather ensure visual checks are carried out
* To oversee and, when necessary, carry out the following duties

1. Keep pathways and open areas of school free from leaves and refuse
2. Carry out litter picking and waste bin emptying daily
3. Keep buildings free from graffiti
4. Clean gutters, gullies, drains and sediment bowls, in accordance with existing Health & Safety guidelines

**Community Use (as appropriate)**

* Liaise with the Operations Manager/Pool Manager about lettings, secondary cleans etc. on duty evenings
* Open rooms, check heating and lighting and set up as required
* Ensure that all parties undertaking a letting arrangement are given an excellent service
* Be available, as appropriate, to offer community users and visitors a warm welcome and take care and consideration in dealing with their enquiries
* Give assistance to hirers holding social functions and meetings
* Ensure (during use) in and out of school hours that non-allocated premises are not used or entered
* Ensure rooms/equipment used by hirers are left in a fit and proper state at the end of use and ready for the next user (school or community)

**Porterage Duties**

* Move goods to designated areas within the school as soon as possible after delivery
* Move school equipment as appropriate
* Ensure rooms are set out including refreshments as required for meetings, parent’s evenings, staff training days, ‘open evenings’, and other special occasions and cleared away promptly after the event.

**Swimming pool**

* Ensure that the swimming pool facility (including the pool itself, the pool hall, changing areas, toilets and other areas) is maintained to a high standard
* Complete regular balance, chlorine & pH testing
* Check water and air temperatures are satisfactory
* Carry out regular water quality tasks including back washing, vacuuming and removing scum lines
* Top up day tanks with chemicals as and when required
* Check, calibrate and adjust dosing unit as and when required
* Order consumables (chemicals & tablets) for the pool as and when required
* Record results of all the above accurately and liaise with the Pool Manager/ Operations Manager if there are any discrepancies
* Deal with emergency situations (faecal or vomit) contamination in line with pools emergency action plan
* Call the appointed contractor where faults or issues require specialist repair
* Organise for regular sampling and maintenance by an external contractor
* Replace and retract the pool cover as required
* Complete and renew Pool Plant Operator training as directed by the school
* **Vehicles**
* Ensure school minibuses are kept clean
* Ensure all statutory maintenance and inspection is carried out including MOT’s & safety checks by a competent mechanic
* Ensure all vehicles are serviced annually by a competent mechanic
* Organise ad-hoc repairs as and when required
* On occasion drive minibuses e.g. to the garage or on a school trip

**Health and Safety**

* Comply with all rules relating to Health and Safety, and to ensure that other site users also comply with these rules
* To act as the school’s Fire Safety Officer. Regular checking of firefighting equipment, alarm systems and emergency lighting and that inspections are properly conducted and recorded.
* Maintaining the School Fire logbook and ensure all such equipment is tested and maintained
* To be responsible for the operating of the asbestos register
* Assist with ensuring the safe use of equipment and materials
* Monitor and secure safe working practices ensuring proper standards of Health and Safety are met
* Carry out risk assessments, as required i.e. Fire, Water, COSHH, Car Park etc.
* Monitor and review risk assessments yearly or as required
* Complete or co-ordinate mandatory compliance activities and complete documentation as required- PAT testing, Legionella etc.
* Identify any training needs and to communicate them to the Operations Manager
* Ensure premises staff undertake relevant training and training is renewed as appropriate

**Staff management and Supervision**

* Manage and develop a flexible, efficient and cost-effective cleaning team
* Ensure workloads are organised efficiently, fairly and monitored to achieve the best possible service to meet the changing needs of the school
* Cover for team absences either personally, or by rearranging the work schedule of the team
* Carry out supervisory duties, e.g. maintaining a good working atmosphere and encouraging team spirit, ensuring good time keeping, dealing with individual grievances and problems, and see work is carried out correctly and promptly
* Participate in Health & Safety meetings and discussions

**Such other Duties which may arise from the use of the Premises**

* To undertake site meetings regarding work in hand, future plans and projects
* Establish and maintain a well ordered and tidy site office with efficient and accessible systems for administration of site matters, including organisation of resources and record keeping
* Provide information for returns as required
* Attend all relevant meetings
* Contribute to the improvement and maintenance of School security and environment
* In the event of bad weather or an emergency, take necessary action (where appropriate as directed by the site manager) e.g. taking responsibility for the clearing of snow or ice from paths, dealing with floods, fires, break-in or other damage caused to school property etc.
* Procure consumables as and when required
* To provide skilled support to departments as appropriate
* Undertake such other duties as may reasonably be allocated by the Headteacher or their representative within the range of responsibilities of the post

**Personal and professional conduct**

* Develop effective professional and constructive relationships with colleagues
* Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
* Understand and act within the statutory frameworks setting out their professional duties and responsibilities
* Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, to support the school’s values and vision
* Be required to safeguard and promote the welfare of pupils and follow school policies and the staff code of conduct.

**Other**

* Promote the safety and wellbeing of pupils
* Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
* Be responsible for your health, safety and welfare in accordance with the school’s policy and the Health and Safety at Work Act, 1974.
* Perform your duties in accordance with the School’s Equal Opportunities Policy and Safeguarding Procedures.
* Perform all duties efficiently and with the utmost care and confidentiality.

Handyperson duties may result in working in dusty conditions with machinery and tools. In addition to normal cleaning duties and use of equipment such as buffing machines, some lifting may be required. Routine cleaning may include the movement and handling of cleaning equipment, machinery and school furniture. Cleaning and maintenance duties may involve dealing with blocked drains and blocked toilets, including the cleaning up of bodily fluids.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that you will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

**Person Specification – Site & Maintenance Manager**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| **Qualification and Experience** | * Experience of building maintenance * Basic, building, plumbing, electrical and carpentry skills * A good level of written English and numeracy | * Experience of working in one of the following settings:   - School – primary / secondary/ PRU  - College  - Housing Association   * GCSE grade C in English and Mathematics, or equivalent qualifications or relevant experience * NEBOSH National General Certificate in Occupational Health & Safety * Pool Plant Operator Certificate |
| **Skills and Knowledge** | * Health & Safety at Work Act 1974 * An understanding of building maintenance requirements * Basic computer skills * The ability to prioritise your own workload in line with the Job Description * The ability to work effectively with a wide range of people, including school staff, students, parents, external agencies and the local community * Ability to respond appropriately to anti-social behaviour from students, i.e. avoid confrontation, stay calm, non-judgemental | * COSHH regulations and assessments * Water Regulations (ACOP8) and practical application * Fire Regulations knowledge * Knowledge of Asbestos management * Intruder alarm system knowledge * Working at Height certificate * Manual Handling certificate * Previous experience of buildings and asset management/legislation; managing our cleaning contractors * Experience of emergency light testing * Good Estates Management (GEMS) |
| **Other factors** | * Own transport / driving licence. * A willingness to deal with emergencies at school beyond regular hours (including in rare instances at night) * Commitment to Equal Opportunities * Satisfactory DBS and pre employment checks |  |