

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Site Manager
<b>RESPONSIBLE TO:</b>	School Business Managers
<b>LOCATION:</b>	Culverstone Green Primary School (13 hours) Meopham Community Academy (24 hours)
<b>SALARY:</b>	KR6
<b>HOURS:</b>	37 h/p/w, 52 weeks per year

### PURPOSE OF THE POST:

To be responsible for the security, maintenance, cleaning and operational functions of the schools.

### MAIN ROLES AND RESPONSIBILITIES

<b>Security and Supervision</b>	<ul style="list-style-type: none"> <li>• Ensure that buildings and the sites are secure, including out of school hour emergencies and taking remedial action if required.</li> <li>• Be responsible for securing the school after evening meetings and out of school hour events.</li> <li>• Act as a designated key holder, providing out of hours and emergency access to the school sites when required.</li> </ul>
<b>Caretaking and maintenance</b>	<ul style="list-style-type: none"> <li>• Procure quotes for routine maintenance work on school premises.</li> <li>• Be responsible for managing other site staff including cleaning staff and grounds persons.</li> <li>• Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms).</li> <li>• Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site.</li> <li>• Arrange emergency repairs as required following The Golden Thread Alliance's finance procedures.</li> <li>• Arrange regular maintenance and safety checks.</li> </ul>

	<ul style="list-style-type: none"> <li>• Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.</li> <li>• Undertake general portage duties, including moving furniture and equipment within the schools.</li> <li>• Perform duties in line with health and safety regulations (COSHH), and act where hazards are identified, reporting serious hazards to line manager immediately.</li> <li>• Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire and health and safety regulations) and equipment, in line with other schedules.</li> <li>• Ensure that accurate and up-to-date records of all checks and remedial works are kept according to the Trust's processes and procedures.</li> <li>• Responsible for the school purchase cards used in line with The Golden Thread Alliance' finance procedures, for the purchase of materials to carry out repairs.</li> </ul>
<p><b>Other duties</b></p>	<ul style="list-style-type: none"> <li>• Ensure the operation and maintenance of specialised equipment following training, for example sports/theatrical equipment.</li> <li>• Provide training on health and safety issues to other premises staff.</li> <li>• Facilitate lettings and carry out associated tasks, in line with local agreements.</li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures.</li> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> </ul>

<b>Data Protection</b>	<ul style="list-style-type: none"><li>• Implementing data protection policies by handling student data with care and ensuring secure data storage.</li><li>• Use school-approved platforms and tools for communication and data sharing.</li><li>• Report any data protection concerns, breaches, or subject access requests (SARs) to the teacher, designated DPO and/or onsite data protection lead promptly.</li><li>• Participate in data protection training as required.</li></ul>
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

***The Golden Thread Alliance is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.***

Postholder's signature:

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Postholder's name:

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Date:

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## PERSON SPECIFICATION

CRITERIA	QUALITIES
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Have sound DIY and practical skills.</li> <li>• Be flexible and be able to work under pressure.</li> <li>• Previous relevant experience working within a school including supervisory experience.</li> <li>• Experience of using Microsoft packages to write reports and communicate with stakeholders.</li> <li>• Knowledge of COSHH and health and safety regulations.</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Must hold a clean and valid driving licence and have the ability to travel to site in a timely manner.</li> <li>• Wider awareness of the related working environment e.g. client groups.</li> <li>• Understands health and safety compliance and the desire and ability to learn more by attending training courses.</li> <li>• Use of wide range of machinery/equipment e.g. kitchen, gardening and general maintenance.</li> <li>• To line manage the site team's daily tasks, rotas and manage own workload in order to achieve the job.</li> <li>• Ability to identify changes required to work routines and act upon them in liaison with supervisors, clients and others as relevant.</li> <li>• Ability to maintain accurate and timely records as required by the role e.g. client diaries, contractors' schedules, etc.</li> <li>• Ability to deal with everyday problems and to identify which problems should be referred to supervisor.</li> <li>• Ability to monitor job activities as required by the role.</li> <li>• Ability to understand information and advise and liaise with others accordingly.</li> <li>• Ability to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate.</li> <li>• Has written and numeric skills to complete more detailed records and reports.</li> <li>• Ability to influence, encourage, persuade and negotiate with others to achieve desired results (e.g. to diffuse bad behaviour, to ensure work is carried out in accordance with plans, etc.).</li> <li>• Has strong IT skills with the ability to send emails, scan documents, as required for the role.</li> <li>• To be committed, flexible and adaptable during out of hours callouts.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge and expertise in minor maintenance and repair.</li> <li>• Knowledge of financial/ordering/monitoring procedures as required.</li> <li>• Knowledge of how own job fits into the activity and role of the whole school.</li> <li>• Understands and able to apply Health and Safety procedures relevant to the job such as: <ul style="list-style-type: none"> <li>- Manual handling.</li> </ul> </li> </ul>

- Safe use of machinery and/or equipment.
- COSHH
- First Aid and Hygiene Practice.
- Lone working procedures and responsibilities.

- Able to recognise and to deal with emergency situations.
- Able to be conscientious in terms of health and safety priorities such as water hygiene testing and Asbestos
- Will need to undertake practical and online training to keep knowledge up to date.

Postholder's

signature: \_\_\_\_\_

Postholder's

name: \_\_\_\_\_

Date: \_\_\_\_\_