

Job Description

Post Title:	Site Manager
Grade:	5
Reports To:	Facilities Manager
Responsible For:	n/a

Overall purpose of job:	
To make sure that the buildings and grounds are in proper working order, maintaining a safe working environment for all users of the facility.	
Main duties and responsibilities:	
1.	To act as keyholder as first point of contact for access to school premises out of hours
2.	Carry out minor repairs e.g. securing broken windows, changing light bulbs, lighting tubes and unblocking sinks and drains and report any faults requiring specialist help to the Facilities Manager
3.	Carry out checks ensuring lighting, heating, hot water, toilets and drainage are working adequately at the appropriate times
4.	Make sure the premises are clean and that rubbish is collected and taken away, and any graffiti is removed
5.	Maintaining the grounds and removing litter, including salting and gritting and clearance of snow in adverse weather conditions
6.	Ordering of supplies in line with related budgets
7.	Be responsible for the security of the buildings and grounds, including monitoring of surveillance equipment and intruder alarms, accepting deliveries and checking off receipt of goods
8.	Carrying out security checks to the buildings and grounds. Unlocking and securing of buildings which may include room hire for non-school activities outside normal school hours
9.	Ensuring the safe storage of equipment and supplies and the keeping of appropriate records

10.	Ensuring that all fire safety and health and safety regulations are adhered to including the testing of fire equipment and following the rules for evacuating the buildings and grounds
11.	To support the Facilities Manager with the planning of maintenance of plant and equipment e.g. portable appliance testing, boilers
12.	Supervising contractors who are on site
13.	Arranging furniture and preparing rooms for meetings and activities and clearing away afterwards
General:	
1.	Uphold professional standards for the role, and follow all school and Trust policies and procedures
2.	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times
3.	Participate in performance management and take part in appropriate training and development activities
4.	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation
5.	Undertake other reasonable duties as requested, in accordance with the changing needs of the organisation

Person Specification

All points are essential unless otherwise specified

Qualifications	
1.	Good standard of literacy and numeracy
2.	First Aid qualification (or willingness to undertake)
3.	<i>Health and safety qualification (desirable)</i>
Experience	
1.	Experience of working in a similar role and/or experience working with facilities management procedures
2.	<i>Experience of working in a school or educational setting (desirable)</i>
Skills/Knowledge/Abilities	
1.	<p>A good level of practical skills in the following areas:</p> <ul style="list-style-type: none"> ● Buildings and grounds maintenance ● Safe use of ladders and platforms ● Manual handling techniques ● Fire safety measures ● Security issues (including re-programming alarms) ● Safe use of power tools ● Boiler maintenance ● Locksmith techniques ● Cleaning and maintenance of floor coverings and use of specialist equipment
2.	<p>Good awareness and knowledge of:</p> <ul style="list-style-type: none"> ● Health & Safety legislation and the practical implications ● Safe disposal of sharps ● COSHH issues ● Electrical safety

	<ul style="list-style-type: none"> ● Procurement ● Waste disposal procedures ● School protocols, policies and procedures
3.	Ability to use basic ICT packages (e.g. Microsoft suite, email)
4.	Good written and verbal communication skills; able to communicate effectively and clearly and build relationships with a range of staff, children and contractors
Personal Attributes	
1.	Able to work well under pressure and manage competing deadlines
2.	Ability to work successfully alone and as part of a team
3.	Flexibility, with a professional approach to work, including working alternative and occasionally additional hours as some weekend working will be required
Safeguarding	
1.	Demonstrate a commitment to safeguarding children and ensuring the welfare of children
2.	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour
3.	Satisfactory Enhanced DBS check