

JOB DESCRIPTION: SITE MANAGER

Job Title: SITE MANAGER
Name of School: ST MARY ABBOTS SCHOOL
Line Manager: MR JOHN PRIMROSE
Grade: Pay range

Main Purpose of Job

Responsible to the Headteacher and Governing Body for the efficient and effective management of the site and related functions. This will involve:

- Contributing to the overall/ethos/work/aims of the school.
- Leading and managing the site staff and site contractors (including cleaners)
- Being accountable for the general maintenance and upkeep of the site and buildings, managing building/repair works by carrying out general maintenance and repair work as required, in order to maintain high standards of maintenance work throughout the building as well as managing in liaison with the Line manager and the Governors' Premises Committee, keeping appropriate logs, records and reports including the asset register.
- Taking responsibility for the security of the site from the start to the end of the school day
- Taking a lead role in Health and Safety
- Ensuring organisational procedures and legal requirements are adhered to in relation to discrimination legislation and equal opportunities and that all people are treated in a way that respects their abilities, background, values, customs and beliefs

Main Responsibilities

Organisational Effectiveness

Leading on Site Management in a way that secures organisational effectiveness and continuous improvement by (FM401):

- Understanding and supporting the culture, ethos, policies and aims of the school
- Understanding and adhering to safeguarding principles and practices in the school and identifying the named person who is the DSL (Designated Safeguarding Lead)
- Conducting yourself in your work to reflect the mission statement of the school and its commitment to achieving good outcomes for all of the pupils/children
- Complying with systems, policies, procedures and resource constraints
- Ensuring that the site is managed lawfully, ethically and morally
- Understanding, supporting and contributing to the organisation's self-review process and improvement/development plan

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Building and Site Maintenance

Manage a range of services to ensure the school is a clean, warm, safe and secure environment to work in by (FM403):

- Planning and managing relevant services and contractors to ensure agreed standards are met for repairs, emergencies and general maintenance and that services are delivered on time and within budget
- Monitoring projects and contracts in a planned way
- Dealing with problems and assessing risks
- Recommending and implementing actions for improvement that meet the school's needs

Health, Safety and Security

Ensuring that the school meets the required standards for Health, Safety and Security and that robust monitoring takes place in order to secure the highest standards and seek continuous improvement by (FM411):

- Identifying your, and the school's, responsibilities and liabilities under health and safety legislation, environmental and quality standards, and keeping yourself up to date with them
- Reviewing health and safety, environmental and quality responsibilities to ensure they are consistent with legal and organisational policy, requirements and expectations
- Communicate to relevant people in the school responsibilities and liabilities for meeting legal, regulatory and internal requirements for health and safety, environmental impact and quality
- Assessing the resources required to meet health, safety, environmental and quality standards and ensuring they are in place
- Ensuring the school has a written health and safety and environmental policy that aims to minimise risks to others and the environment
- Demonstrating that your own actions reinforce the messages in the school's health and safety and environmental policy statements
- Ensuring appropriate systems and procedures are in place to accurately record breaches in health and safety and environmental requirements and that these are reported as appropriate
- Identifying where improvements can be made to health and safety, environmental impact and quality and recommend actions for change
- Ensuring adequate security of the building and premises at all times

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Professional Relationships

Developing productive relationships with others when managing the site by (FM408):

- Consulting and communicating effectively with stakeholders in the school (including children, relevant colleagues, line manager, parents and Governors)
- Managing conflicts, misunderstandings and disagreements to ensure that the school's needs are met
- Seeking line manager support where necessary and appropriate
- Reflecting on the effectiveness of professional relationships and identifying where improvements can be made

Manage resources efficiently

Develop effective strategies for energy and resource management that reduce the school's carbon footprint and encourage the efficient use of natural resources by (FM418, FM419):

- Communicating to your line manager and other stakeholders the long-term benefits of making improvements to energy efficiency of buildings and facilities
- Contributing to the development of effective strategies for energy management, including those required to upgrade energy efficiency, that are sustainable and take account of identified best practice
- Ensuring that, where appropriate, the sources of energy used are renewable and, where possible, sustainable, taking into account cost-effectiveness, regulatory and legal requirements
- Reviewing buildings and facilities to identify where improvements can be made to energy efficiency
- Ensuring that those responsible for procurement consider energy efficiency and sustainability as a priority, regarding issues such as building fabric and insulation
- Ensuring that issues of energy efficiency and environmental impact are taken into account when assessing the viability and sustainability of new and existing facilities
- Minimising demands on natural resources such as water and energy
- Employing practices that minimise the environmental impact of site management, such as on pollution and carbon footprint
- Making the most efficient use of materials, equipment and consumables in facilities management practice
- Encouraging and managing recycling across the school
- Ensuring that suppliers and contractors adopt sustainable practices wherever possible
- Contributing to the development, implementation and revision of sustainability policies and practices
- Adopting an approach to site management that impacts positively on the local and wider community

Other

- Undertake such other duties as directed by the Headteacher on a regular basis or from time to time.