

Site Manager

Job Description & Person Specification

PURPOSE OF THE POST

- Working in partnership with the School Business Manager ensure that each of our three school sites meet all statutory requirements
- Lead and work closely with the site team to ensure that the school sites are safe, well maintained and clean and are welcoming to pupils, staff, parents and visitors

DUTIES AND RESPONSIBILITIES

Control of Resources:

Personnel

- To be responsible for the direction, support and motivation of all site staff
- To lead regular meetings with site staff and contractors to issue instructions and receive reports on work in progress
- To lead and manage the rota and job sheets for site staff, checking work allocated has been completed to a high standard
- To lead and manage the cleaning staff, directing them in their duties and ensuring the highest standards of cleanliness are maintained
- To ensure all facilities staff are inducted as per the trust policy and training needs such as safeguarding, are identified and addressed
- To train new cleaners in cleaning methods and correct use of equipment
- Responding as an approved key holder to emergencies outside of school hours

Equipment and Materials

- To ensure the correct usage, storage, maintenance and removal of equipment, materials and deliveries
- Ensure the safe use and maintenance of equipment and materials.

Health and Safety

- To be responsible for the health, safety and welfare of self and colleagues in accordance with the trust's health and safety policies and procedures.
- To carry out premises related health and safety checks on a regular basis including emergency arrangements and potential hazards within the school.

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- To ensure that all health and safety procedures, as established by the school and required by legislation e.g. COSHH and legionella, are followed and records updated.
- To report any problems relating to the safe use of the site/premises and take emergency action when required.
- To report and complete necessary paperwork relating to accidents/incidents where appropriate.
- To be qualified in first aid and provide first aid to staff, pupils and visitors as required.
- Develop and review premise risk assessments.

Site

- To ensure the 'Every' site management system is accurate and up to date.
- To identify and manage repair and maintenance tasks that fall within the skills and expertise of the facilities staff.
- To be responsible for arranging any repair or maintenance work required beyond the competence of the facilities staff.
- To ensure that the necessary contractor vetting procedures have been undertaken and recorded, prior to any work from new contractors being carried out.
- To be responsible for the implementation of emergency procedures and of the action required in the event of a flood, fire, breaking and entering, vandalism, accident etc.
- To be responsible for the alarm systems and security measures on school site.
- To ensure the inspection of and recording the completion of any work by contractors.
- To ensure the securing of premises, arranging repairs and informing the police in the event of vandalism or breaking and entering.
- To be responsible for ensuring that repairs are undertaken such as small decoration and repair work.
- To be responsible for ensuring arrangements are in place for portage in connection with the school equipment and supplies for general school purposes.
- Verify that work carried out by site staff or contractors is satisfactory, within budget and on time.
- Carry out regular inspections of the premises and carry out remedial action to minor defects without delay.
- To be responsible for the arrangement of the opening and closing of the school.
- To assist staff, if necessary, in Emergency/Accident cleaning.
- Plan and organize deep clean of premises during school closures.

Lettings

- Monitoring lessees and other external users of the site to ensure safe and appropriate use.
- Monitoring the site to ensure that the premises are secure.

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- Liaising with the School Office regarding bookings.
- Completing and maintaining lettings records/registers.

Other

- Effectively use appropriate ICT packages e.g. premises database, Microsoft Office, email, etc.
- To be aware of the main health and safety issues specific to the school and how they relate to students, staff, visitors and contractors.
- Appreciate and support the roles of other staff.
- To work flexibly to meet the changing needs of the trust.
- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
- Attend events or meetings out of normal working hours as required.
- Undertake other tasks as reasonably requested by the Trust Estates and Facilities Manager, School Business Manager or Headteacher.
- Follow the school ethos and values.
- To keep professional knowledge up to date by attending briefings, undertaking training and keeping abreast of DfE requirements, legislation and procedures.

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion.

All our employees are expected to demonstrate a commitment to our shared principles and the Oak Way.

Oak Learning Partnership is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust.

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CRITERIA		Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL		DESIRABLE	
<ul style="list-style-type: none">• GCSE Maths and English at Grades C or above (or equivalent).• Proven experience of building maintenance.• Proven experience of building security duties, including alarm setting.• Proven experience of supervising the work of others, for example cleaners and contractors.• Experience of working within a team.• Understanding of health and safety legislation and good practice in relation to cleaning and facilities management.		<ul style="list-style-type: none">• Recognised qualification in building maintenance, construction or engineering (City and Guilds).• Experience of working in a similar role in a school / academy.	
CRITERIA		Ability, Skills, Knowledge, Personal Qualities: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
ESSENTIAL		DESIRABLE	
<ul style="list-style-type: none">• Ability to articulate a sound education philosophy consistent with the school's aims.• Enthusiasm for learning.• Empathy with young people.• A good range of Information Communication Technology skills.• Driving license and vehicle as must be able to drive across sites			