

GENERIC JOB DESCRIPTION - SCHOOLS

Job information as shown on organisation chart

Job Title: Site Manager	Post No: GEN51	Grade: HC5
<p>Organisational information:</p> <p>Responsible to: Senior Administrator Officer.</p> <p>Professionally responsible to: (where appropriate)</p> <p>Dimensions: (quantifiable measures relating to the post, such as number of staff managed, number of patients, size of local population, budgets and so on)</p> <p>Responsible for: Assistant Caretaker (where relevant)</p> <p>Key relationships/Functional links with: (main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)</p> <p><i>Internal:</i> Teaching staff, student teachers, technicians and other non-teaching support staff, pupils, LEA, suppliers of equipment and service representatives.</p> <p><i>External:</i></p>		
<p>Main Purpose of Job:</p> <p>To ensure a clean, safe maintained environment in the school and its grounds.</p>		
<p>Main Responsibilities / Accountabilities <i>The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation</i></p> <p>Site Managers will be required to:</p> <ul style="list-style-type: none"> • To clean areas as required and to keep the school grounds free from litter and rubbish. • Keep stock and storerooms clean and tidy, with storage of potentially hazardous substances complying with COSH regulations. <p>DATA QUALITY Council staff To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.</p>		

Job Activities:

- Undertake minor building works, maintenance, repairs, and general duties.
- Monitor all energy supplies.
- May need to ensure the school minibuses are maintained in a roadworthy condition and meet all legal requirements.
- To monitor all service contracts, ensure all contractors fulfil their contracts and their work to an acceptable standard.
- Develop schemes of work and obtain competitive quotes and tenders.
- To ensure, through liaison with the school's management team, that fire drills are carried out as necessary and that appropriate records are kept.
- Manage the school-cleaning contract and supervise the grounds maintenance contract.
- May need to liaise with the county property officers on landlord's responsibilities.
- To act as a schools health and safety officer and ensure the school complies with health and safety at work regulations.
- Responsible for school security, to act as the main key holder, attend call outs, and carry out daily detailed security checks in and around the school grounds.
- Manage the administration of lettings and the collection of fees.
- Ensure familiarity with energy and water supply systems, and monitor energy supplies.
- Responsible for the training and supervision of cleaning staff and to organise routine and non-routine cleaning as appropriate.
- Responsible for the use, maintenance and security of plant, machinery, equipment and electrical appliances based at school.
- Where necessary, test all portable equipment and keep record.

Other information:

- Disclosure type: enhanced.

General information:

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Employees are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

The postholder will promote the Council's Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name:

Line Manager Signature:

Date:

Date Job Description last reviewed:

October 2013

GENERIC PERSON SPECIFICATION - SCHOOLS

Job information as shown on organisation chart

Job Title: Site Manager	Post No: GEN51	Grade: HC5
All candidates will be considered on their ability to meet the requirements of the person specification	Essential criteria	Method of Assessment*
Experience	<ul style="list-style-type: none"> Relevant experience such as cleaning, handyperson duties etc. Experience with the building trade or the DIY industry. Ability to work and liaise with different groups of people. 	AF, I
Skills and Abilities <i>Including personal attributes</i>	<ul style="list-style-type: none"> The ability to carry out straightforward handyperson duties, and general building maintenance. A good timekeeper. An awareness of health and safety issues, including COSHH. Attention to detail, particularly in relation to the security of the building (s). Excellent communication and interpersonal skills. 	AF, I
Qualifications and Training <i>including professional qualifications</i>	<ul style="list-style-type: none"> Willingness to undertake appropriate training, to acquire skills. A current driving licence plus access to a car. 	AF, I
Other Factors <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i>	<ul style="list-style-type: none"> A commitment to providing a high standard cleanliness and pleasant environment for pupils and staff. To work in support of the ethos of the school. To take responsibility of being the school key holder Willingness to work unsociable hours and attend "call outs". Police clearance 	I DBS check
Line Manager Signature:		
Date:		

*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed

October 2013