

Site Manager

Job description



| | |
|-----------------------------|--|
| Job Title: | Site Manager |
| Line Manager: | Headteacher |
| Supervisory Responsibility: | Site Assistants (2 x full time and 1 casual) |
| Pay Level / Salary: | Level 6, SCP Range 24 to 29, £35,538 to £39,850 per annum |
| Hours / Weeks per Year | 37 per week, 52 weeks per year (26 days annual leave plus bank holidays) |
| Contract: | Permanent, full time, Monday to Friday - Early and Late Shift Pattern (and occasional weekends, as required) |

Your responsibilities as a whole school team member are:

- To promote the school's vision, values and ethos.
- To share responsibility for and commitment to safeguarding and promoting the welfare of pupils.
- To have the welfare and care of all pupils as a priority when carrying out your responsibilities.
- To promote and use all school policies, systems and administration efficiently.
- To work collaboratively and effectively with colleagues to ensure the harmonious and smooth daily running of the school.
- To maintain diplomacy and confidentiality in a professional and appropriate manner.
- Participation in the wider life of the school e.g. fundraising events, promoting positive relationships between staff and home and school.
- To take part in Continuing Professional Development (CPD) in accordance with the Trust and School's agreed policies.
- To be flexible and adaptable in the responsibilities you will assume, attending meetings, changing working pattern as required.

Main purpose of the post:

- To be responsible for all aspects of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the school.
- Manage school security, cleanliness, portering, monitoring contracts/contractors, routine maintenance and refurbishment, minor repairs, advising the Headteacher on suggested improvements to the general school environment, to improve the productivity of site management and to carry out pre-planned maintenance programmes.
- To take on the role of Health and Safety Officer for the school.
- To take a keen interest in best practice in all 'Green Matters' that would benefit the school community.

Key responsibilities:

- To ensure that the management and maintenance of the school buildings and environment are effectively undertaken, liaising with internal and external stakeholders appropriately.
- To be responsible for the health and safety of the site, ensuring the school is compliant in all areas of Health and Safety, including documentation.
- Ensuring the register of risks is maintained which RAG (red-amber-green) rates each school against an agreed set of health and safety KPIs (key performance indicators).
- Advising and reporting to the Headteacher on premises and health and safety matters.
- To manage an effective site team to meet the changing needs of the school and ensuring:
 - team training and knowledge is up to date.

- health and safety regulations are strictly adhered to.
 - tasks are delegated in an effective and efficient manner.
 - appraisals / performance and daily team supervision/management is effective in line with School / Trust Policies and procedures.
- Monitoring the condition of school and preparing a 3-5 year maintenance plan.
 - Ensuring the procurement process is followed, in consultation with the Headteacher, School Finance Lead and Trust advisors, as applicable, including the securing the services of contractors.
 - Promoting the school in the community.
 - Enabling effective use of school premises by the Cippenham community.

Duties:

Premises Management

- To monitor the day to day maintenance, repair and cleaning of the school.
- In conjunction with Headteacher and Finance Lead monitor the maintenance, repair and materials budgets, ensuring best value, in accordance with school / trust finance policies and procedures.
- Develop plans to meet school / trust aims and include any areas highlighted on risk registers for health and safety and premises.
- To advise on and work with the Headteacher a rolling programme of redecoration / refurbishment.
- To supervise repairs, and act as project manager for small maintenance contracts and improvement schemes, ensuring best value for money is received.
- To develop appropriate monitoring procedures to ensure that the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies.
- To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate manual records where appropriate.
- To ensure that day to day maintenance tasks and repairs for minor works are undertaken as expediently as possible, and actions recorded in a timely manner.
- To supervise the grounds contractor ensuring the school grounds are maintained to a high standard.
- To ensure the services provided by the cleaning contract cleaners are monitored to the standard required, including deep cleans during the periods of school closure, and ensuring the cleaning team works efficiently and effectively so that the site is maintained to a high standard.
- To be responsible for the security of the premises, liaising with key holders, police and other emergency services as required (as the main keyholder for the school on call outs).
- As a member of the site team, to be responsible for locking and unlocking of the school premises during term time and school closures in a timely manner. Ensuring that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly.
- To check, at least monthly, all perimeter fencing, security devices, fire appliances, CCTV systems and alarms are working correctly.
- To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results monitored and recorded accurately.
- To monitor, report and advise the Headteacher / SLT Members on all security matters.
- Ensure fire alarm, emergency lights and water temperature checks are completed and results recorded according to specified regimes.
- To participate with testing and drills in liaison with the Headteacher and to maintain a record of all fire and security drills for inspection purposes.
- Ensuring lettings are managed effectively with terms and conditions, and safeguarding

agreements as standards, providing value for money.

- To be aware of all out of hours activities at the school and arrange for opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.

Health and Safety

As Health and Safety Officer for the school, under the direction of the Headteacher, to take the lead and ensure the school is compliant with all aspects of health and safety.

- To ensure that all working practices comply with current legislation and in accordance with the school / trust policies and procedures.
- Assist in developing a positive health and safety culture throughout the school.
- To carry out monthly H&S tours / inspections and undertake risk assessments for classrooms and other internal areas; and external areas.
- Keep records of inspection findings and produce reports that suggest improvements.
- Ensure the site is safe, all hazards are identified and actions taken to minimise risk swiftly; any incidents of unauthorised access by individuals during the school day are dealt with in accordance with school / trust policies and procedures.
- To ensure the visitor entrance system is used for all visitors / contractors and ID is worn at all times while on site.
- To ensure contractors are controlled through an agreed access system and monitored whilst on site.
- To ensure contractor services, e.g. refuse services, confidential waste and pest control, are mindful of the safeguarding requirements within a school and services are carried out professionally, with the prior knowledge of the Headteacher / SLT.
- To carry out regular checks of play and PE equipment identifying and organising for repairs of such following liaison with Headteacher.
- Ensure staff are aware of their Health and Safety responsibilities.
- Ensure risk assessments are in place and risk is managed appropriately.
- Ensure working practices are safe and comply with current legislation.
- Monitor accident and near miss reports, and responsibility for RIDDOR reporting.
- Produce termly Health and Safety reports, including accident and near miss statistics and highlighting trends.
- Keep up to date with new and updated legislation.
- Manage and maintain the annual school Health and Safety action report, ensuring all actions are completed in a timely manner in accordance with the indicated priorities.
- Manage the COSHH register ensuring Material Data Sheets and COSHH risk assessments are available and maintained for all COSHH items used in school.
- Assist staff to produce and maintain risk assessments and safe systems of work.
- Maintain an electronic Health and Safety reporting system.
- To take appropriate actions to identify, evaluate, minimise and manage any risks to health, safety and security in the immediate working environment.
- To ensure the effective and accurate monitoring of the Asbestos register on an annual basis.

General

- Responsible for ensuring:
 - The school heating and hot water systems are working effectively and on in a timely manner.
 - The school entrances are always clean, free of litter, clear and welcoming, and safe to use in the event of snow, ice or flooding etc (gritted or salted when required). Outside areas are clear of leaves from playground, drains and school entrances;
 - Drains and gullies are free flowing and un-blocked as required.
 - The school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse, dis-infecting bins, ensuring toilets are fit for purpose and clean.

- That halls and other meeting rooms are clean, tidy, well presented and set out as required for meetings, assemblies and other events and cleared away afterwards.
- All tools and cleaning products are stored correctly and not accessible by pupils, and that hygienic standards and regulations are met.
- The provision of a portage and furniture moving service, for school activities, is planned efficiently with minimal disruption to the school day.
- Operational knowledge is up to date, including the location of all water and gas stop cocks and mains electricity power breakers, etc.
- Safe access to and around the site is maintained in bad weather, paths are cleared in accordance with the agreed risk assessment.
- Deliveries are delivered to the appropriate area as required.
- Routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, air conditioning units, firefighting equipment, lightning conductors, window cleaning etc. and recorded accurately in a timely manner.
- Lighting is working efficiently internally and externally.
- Monitor and report IT issues as necessary in relation to whiteboards, computers and projectors and to carry out minor repairs as necessary i.e. changing projector bulbs.
- All indoor and outdoor plants are adequately watered / maintained appropriately all year.
- Waste, refuse and surplus materials are collected and disposed appropriately, in accordance with service level agreement, as applicable.
- Emergency cleaning is actioned as required, e.g. bodily fluids after accidents, adhering to health and safety procedures.
- To monitor and oversee the electrical testing of portable electrical appliances and maintain appropriate records.
- To safely undertake repairs and DIY projects independently and as part of the team.
- To ensure Mini buses are roadworthy and documentation is maintained to show all relevant checks have been carried out.

Administration

- To maintain the school's equipment and plant inventory.
- Energy readings are taken and recorded accurately on a monthly basis.
- To place orders, via the finance team, for items required, ensuring stock levels are maintained and are safely secured.
- To order repairs and maintenance items in liaison with the Headteacher/Finance Lead.
- To maintain a log / records of all inspections and checks carried out, all repairs/improvements.
- To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept.
- To maintain all tools and equipment in good repair and arrange for the training of members of the cleaning team on their safe use.
- To ensure mechanical equipment is inspected prior to each use.
- To ensure power tools are inspected before use and are PAT tested as required.

Please note key attributes for all staff at Cippenham School

- Ensure the highest standards of professional conduct and confidentiality at all times.
- Ability to form positive relationships with pupils, parents and colleagues.
- Be honest, positive, kind, cheerful and enthusiastic.
- Promote the school.
- Be punctual at all times.
- Be approachable at all times.
- Be polite and courteous.
- Lead by example.

- Follow school policies
- Be smart at all times.
- Work in teams to create a secure, stimulating environment in which all children can flourish.
- Ensure that all resources and equipment are accessible to all pupils.
- Encourage children to take pride in their environment.
- Talk in an appropriate level and tone of voice.
- Deal with all incidents with initiative, tact and sensitivity.
- Speak to SLT openly and honestly about strengths and challenges.

The post holder will be expected to work in partnership with all school staff including the Senior Leadership team, parents/carers, internal and external visitors and members of The Elliot Foundation Academies Trust to provide an efficient and flexible delivery of a range of services.

The post holder may be expected to undertake any other reasonable duty as directed by the Senior Leadership Team including the Headteacher.

Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task may not be identified. Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. This post is subject to Enhanced Disclosure procedures. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.

Staff Member's Name: _____

Date:_____ Signature:_____

Site Manager
Person Specification



| Knowledge, Skills and Experience | Essential Qualities | Desirable Qualities |
|--|----------------------------|----------------------------|
| Knowledge and an understanding of the importance of the safeguarding of children within a school setting | ✓ | |
| A good standard of education (minimum requirement - GCSE level,4 or equivalent, in English and Maths) | ✓ | |
| Health & Safety, building related and / or estate management qualification/s | ✓ | |
| Trade experience / technical knowledge, for example plumbing, electrical work, painting, or carpentry | ✓ | |
| Building maintenance experience | ✓ | |
| Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely | ✓ | |
| Experience and ability to manage / supervise an effective team, setting an example of personal integrity and professionalism | ✓ | |
| Ability to undertake physical tasks including lifting, carrying, working at heights and using equipment to undertake the duties of the post | ✓ | |
| Excellent IT skills, with knowledge and experience of using Google and / or Microsoft Office Suite | ✓ | |
| Ability to work professionally in accordance with relevant legislation, guidelines, trust / school policies and procedures, especially those relating to safeguarding and health and safety. | ✓ | |
| Excellent organisational and administrative skills, with a commitment to ensure high standards at all times. | ✓ | |
| The ability to work under pressure, meet deadlines and demonstrate initiative when prioritising tasks to ensure the smooth running of the school site | ✓ | |
| Experience of costing, budget planning and planning tenders for works. | ✓ | |
| Excellent planning and negotiating skills, with the ability to efficiently gather information, analyse data and problem solve. | ✓ | |
| Excellent interpersonal, oral and written communication skills, with the ability to remain impartial and work sensitivity, observing and maintaining confidentiality appropriately | ✓ | |
| Reliable and resilient, with the ability to be flexible and adapt to changing workloads and conflicting demands | ✓ | |

| | | |
|--|---|---|
| Ability to work independently managing your time effectively, with self-motivation and confidence, and work well as part of a team | ✓ | |
| Able to work to own initiative, prioritising workloads (short, medium- and long-term plans) to meet deadlines. | ✓ | |
| Ability to co-ordinate and liaise with internal and external parties, always presenting the school in professional and efficient manner | ✓ | |
| Willingness to play a part in the wider life of the school e.g. school community events and Elliot Foundation Academies Trust events | ✓ | |
| A willingness to engage in further continuing professional development (CPD); to undertake relevant training and keep knowledge up to date | ✓ | |
| Hold a full driving license | | ✓ |