

**Site Manager – Job Description**

Job Title: Site Manager

Directorate: Delamere School

Reporting to: Business Manager / Headteacher

Grade: Band 4

Purpose of Role:

To be responsible for all aspects of site management, ensuring that the school premises and grounds are safe and secure, and maintained at the highest possible level of cleanliness and appearance. The role involves frontline caretaking, cleaning, security, security, porterage, waste management, monitoring contractors, management of hydrotherapy pool, routine maintenance and refurbishment and minor repairs. All duties are to be carried out within recognised procedures or guidelines to maintain safe working practices in all areas for all staff and pupils, with regard for Health & Safety rules and regulations.

The Site Manager will work different shift patterns, with cross-over. The post holder should have a flexible approach as cover requirements may include early mornings, evenings and weekends.

This job description may be amended at any time following the discussion between the Senior Leadership Team (SLT), Facilities Manager and member of staff, and will be reviewed as required in response to the changing needs of the school.

Key duties:

1. Take a pride in the upkeep of the whole school environment both inside the building and external grounds. Must be able to use personal initiative to spot what needs doing and take action without always needing to be instructed. First impressions count – the Headteacher and Governing Body put a high priority on school presentation. It must be maintained to an excellent standard.
2. Ensure that buildings and the grounds are secure and hazard free, including during out of school hours. Identify hazards/repairs and be proactive at taking remedial action as required
3. Act as a designated key holder, providing out of hours and emergency access to the school site
4. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms), hydrotherapy pool and take any appropriate action to maintain.
5. Undertake repairs, maintenance & DIY to buildings, equipment and site whilst being aware of safe working practices.
6. Manage and maintain the hydrotherapy pool
7. Plan & undertake daily and periodic maintenance tasks, to include decorating and repairs, to ensure a safe and well-kept environment is maintained
8. Attend to any emergency situations such as leaks, floods, breakages, blocked drains etc and take appropriate remedial action. Arrange any external contractors as necessary
9. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules. This includes fire alarm & legionella checks
10. Arrange regular maintenance and safety checks with external contractors as per required schedule
11. Undertake general portage duties, including moving furniture and equipment within the school
12. Perform duties in line with health and safety regulations (e.g., COSHH, Legionella, Asbestos, Manual Handling) and take action where hazards are identified. Report serious hazards to line manager immediately
13. Collect and assemble waste for collection and arrange skips as required
14. Keep pathways and entrances free of ice and snow or other hazards to ensure the safety of children, parents, staff and visitors accessing the school; grit pathways, car park and playgrounds when necessary
15. Complete and review health & safety audits & risk assessments
16. Operate and maintain the school’s recording system of site requests – prioritising and completing tasks to a high standard & in a timely manner.
17. Maintain tools and equipment and ensure they are stored safely
18. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales and ensure all required paperwork is completed.
19. Ensure cleaning contractors or directly employed cleaners perform to the standard laid down in the cleaning specification (including certification of time sheets). Report to the SBM/Headteacher on any failure to meet the required cleaning standards
20. Undertaking any additional cleaning duties as required e.g., cleaning sickness and spillages as required
21. Ensure the school minibus is regularly tested, maintained and cleaned in readiness for use.
22. Monitor consumables and stock and order supplies
23. Assist in the set-up of school events as required
24. Support the School Business Manager with any written reports as required.
25. Contribute to the management of the premises budget
26. Procure quotes for routine maintenance work/equipment/supplies, ensuring that best value is achieved
27. Be available, within reasonable times, for admitting hirers of the school or contractors and securing the premises at the end of the session
28. Ensure that all records are maintained
29. Oversee the arrival and departure of pupils each day, ensuring that minibuses and other vehicles operate in a safe manner
30. Undertake any additional duties commensurate with the grade of the post
31. To attend relevant meetings as required

The duties and responsibilities of this post may vary from time to time and the post-holder may be expected to undertake such other tasks as the Business Manager/Head Teacher may reasonably require which are considered appropriate to the level of this post

Individuals in this role may also:

1. Undertake the operation and maintenance of specialised equipment following training
2. Facilitate lettings and carry out associated tasks, in line with agreements
3. Complete any relevant training on related activities including safeguarding as required by the Line Manager

General Requirements

* To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
* Promote and ensure the health and safety of pupils, staff and visitors at all times
* To participate in self-improvement in performance through workplace development
* To attend relevant meetings as required
* Treat all users of the school with courtesy and consideration and present a positive personal image which will contribute to a welcoming school environment
* Enhanced DBS Check
* To promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.