

## Job Description

<b>Job Title</b>	Site Manager
<b>Grade</b>	Band C/D Point 12-20 (FTE £27,028-£32,656)
<b>Reports to</b>	School Business Manager, Headteacher, Deputy headteacher.
<b>Responsible for</b>	Management of school site, caretaking and cleaning functions of school
<b>Liaison with</b>	School staff, contractors, the public, hirers of school premises,
<b>Job Purpose</b>	To contribute to the smooth running of the school by organising and managing the site/cleaning team and undertaking effective supervision, caretaking maintenance, Health & Safety and security of the site and related resources.
<b>Duties</b>	<p>The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the postholder.</p> <p><b>Security and Supervision</b></p> <ul style="list-style-type: none"> <li>• To organise and manage the work of the caretaking and cleaning team in liaison with the contracted cleaning company as well as in-house works.</li> <li>• Act as keyholder and carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours because of break-ins etc. and/or the setting off of the intruder alarm(s).</li> <li>• Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.</li> <li>• Access for contractors and, where appropriate in liaison with the Headteacher/Deputy Headteacher</li> <li>• Attempting to prevent unauthorised access onto the school premises or grounds.</li> <li>• (Note: in fulfilling this responsibility all employees are expected to work within established school procedures and the Code of Practice Managing Violence in Schools, Lone working).</li> </ul>

### **Caretaking and maintenance**

- Carrying out school-based procedures in the event of fire, flood, breaking and entering, accident or major damage.
- Monitoring and ensuring the cleanliness of the school premises and furnishings.
- Ensure Headteacher is advised of any maintenance or Health and Safety concerns.
- To identify and prioritise maintenance requirements and prepare and organise work programmes.
- Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures.
- Planning for the carrying out of routine procedures or inspections on ancillary equipment
  - Carry out routine procedures, inspections and tests as required.
- To arrange to carry out first line repairs and maintenance which are not beyond the competence of the postholder:
  - plumbing work – e.g. repairing a leaking pipe, simple installation work, such as plumbing in a new tap, or replacing washer etc.
  - redecoration as appropriate.
  - plastering work such as repairing cracked or broken plaster, making good, damaged walls, for example, following the removal of say, shelving or similar fittings.
  - fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc.
  - . N.B. Specialist contractors would be used for repairs to large windowpanes or double-glazed units or windows at a high level.
- Drawing up, or assisting in the drawing up of specifications, for work to be undertaken by contractors.
- Arranging for works to be undertaken and monitoring the progress of projects involving outside contractors. Ensuring contracts conform to all school based and provincial Health & Safety requirements.
- Planning for the washing of internal walls, e.g. classrooms, corridors by the caretaking and cleaning staff.
- Planning for window cleaning by the cleaning staff. Ensuring that all areas within the confines of the site are free from litter and that all drains and gullies are free flowing and clean.

- Ensuring that adequate supplies of cleaning materials and other supplies are available.
- Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for their repair as appropriate.
- Taking delivery of stores, materials and other goods and their conveyance to their points of distribution. Dispatching laundry, goods, materials etc.
- Preparing the school premises and site for out of school activities and clearing up after these activities.
- Complete checks as specified in a timely manner.

***Other duties***

- Planning of own workload. Keep, maintain, and update premises and Health & Safety records of premises maintenance logs, premises projects and works, inspection/test certificates, Risk Assessments, energy consumption records, school maintenance plans, Asset Management Plan, contractor contacts and information.
- Assisting the Office Manager and Headteacher with budgetary information relating to premises costs and forward financial planning.
- Assisting in the recruitment of cleaning staff and the allocation of duties and hours of work in liaison of the contracted cleaning company.
- Planning allocation of duties/hours of work for cleaning staff. Issues relating to supervision/ management of staff. The postholder will be expected to undertake some cleaning duties themselves as required by the school.
- Assist in the appropriate induction and training of premises assistant(s) plus cleaning staff in liaison with the cleaning contractor.
- Oversee the signing in/out of cleaners and advise of staff absence if necessary.
- Undertaking letting and related duties as appropriate in accordance with the provincial agreement. Preparing the school premises and site for out of school activities. Liaise with the school Office Manager regarding lettings concerns, cancellation of lettings, hirers' information, etc.

	<ul style="list-style-type: none"> <li>• Completing claims for caretaking fees for lettings and making out forms for the requisition of stores and repairs.</li> <li>• Maintenance of Inventory of/in respect of premises equipment. Carrying out an annual check of equipment against the Inventory.</li> </ul> <p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>• Ensuring the implementation and compliance with appropriate Codes of Practice throughout the School (in relation to premises and caretaking/cleaning issues) in liaison with the Health and Safety Officer for the School.</li> <li>• Monitoring the appropriate premises, caretaking and cleaning related Health and Safety procedures in use in the school and reporting any issues to the Health and Safety Officer for the School.</li> </ul> <p><b>General</b></p> <p>Such other duties relating to the use of the premises and site as may be necessary from time to time in accordance with established local practice or with the reasonable requirements of the school and governing Body.</p> <p>The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.</p>
<b>General</b>	<ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with line manager.</li> <li>• At all times to carry out duties and comply with individual responsibilities, in accordance with school-based policies and Health &amp; Safety procedures in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul>

## SITE MANAGER

<b>General heading</b>	<b>Detail</b>	<b>Examples</b>
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Experience of caretaking and/or buildings maintenance/security Must hold full UK drivers licence with class D1
	Knowledge of relevant policies and procedures	Knowledge of First Aid Knowledge of Health & Safety requirements Manual Handling COSHH
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake general mathematical calculations
	Technology	Good knowledge of security, heating plant and other building systems Ability to undertake DIY tasks
<b>Communication</b>	Written	Ability to complete forms, write letters and reports Ability to understand and exchange complex buildings and Health & Safety procedures and legislation
	Verbal	Ability to exchange complex verbal information clearly
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges
<b>Working with children</b>	Behaviour Management	Understand the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop

	Health & well being	Understand and support the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with others
	Teamwork	Ability to make a distinctive contribution to work as a team
	Information	Contribute to the development and implementation of effective systems to share information
<b>Responsibilities</b>	Organisational skills	Excellent organisational skills Ability to establish and act on priorities whilst being able to respond to urgent requests Ability to remain calm under pressure
	Line Management	Ability to supervise and monitor the work of others
	Time Management	Ability to manage own time effectively Demonstrate a flexible approach
	Creativity	Demonstrate ability to resolve complex problems independently
<b>General</b>	Equalities	Awareness of and commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance