



Job Description

Job Title: Site Manager

Salary Band: Band D

Contract: Part time, full year

Line Manager: Trust Primary Business Manager

Hours of work: Part time permanent, 30 hours per week
06:30 – 13:00 to include a half hour unpaid break
School operational hours are 06:30 – 18:30. Occasional cover will be required over a split shift to enable the opening and closing of site during periods of annual leave within the Site team.

Job Purpose

- To be responsible for the management of the site team, contractors and safety of the site.
- To take a lead role in maintaining and developing the school premises and grounds
- To provide accurate premises management data which will enable budget, performance monitoring and assist decision making.
- To ensure the school site and department remains compliant with Health and Safety regulations and practices.
- Contribute to the safeguarding and promotion of the welfare and personal care of children with regard to the Keeping Children Safe in Education guidance.

Specific Duties

- Ensure effective communication between staff, contractors and visitors as appropriate.
- Be responsible for leading and managing the site team using the most effective means of communication e.g. (email/WhatsApp/software). This includes delegation of tasks to the team, organisation and prioritisation of work to ensure all tasks within school are carried out in a timely manner. Provide clear and defined objectives within their performance management.
- Be responsible for managing the site cleanliness including overseeing the cleaning contractors.
- Be responsible for the Site budgets and procurement where appropriate, following the financial delegations.
- To produce updates with advice of issues relating to the management and maintenance of the site to the Trust Primary Business Manager.
- Ensure the school is open and staffed for all school activities, PTA functions and lettings. Manage this by organising the team and also working pre-planned overtime

at evenings or weekends on a rota basis. This is not exhaustive but is expected and will be fair within the team.

- Be responsible for the overall security of the site, safety equipment and systems are in compliant and serviceable condition.
- Provide arrangements and attendance for responding to emergencies, securing the premises including temporary repairs and challenge intruders / liaise with authorities where appropriate.
- Ensure the appropriate movement of school furniture and accommodation requests are actioned on time. Proactively work with the school to ensure assemblies and exams are set up or taken down when required.
- Ensure the distribution of all deliveries around school.

Maintenance

- To be responsible for identifying and prioritising the ongoing maintenance, compliance and statutory servicing of equipment.
- Deliver clear objectives to the Site team which are appropriate and achievable.
- Produce procurement for maintenance, services or requested items relevant to site.
- Assist the Trust Primary Business Manager to develop and maintain a costed prioritised, rolling programme of repairs and maintenance work.
- Provide review of furniture, buildings and grounds to enhance facilities and ensuring efficiency in their upkeep.
- Repair and maintain items around site, operate a physical role within the team when required.
- Be responsible for overseeing electrical safety including changing of electrical fluorescent tubes and portable appliance testing within the team where necessary.
- Ensure the efficient operation of the schools heating systems and ensure that the boiler houses remain clean, tidy and safe from combustibles.
- Ensure that acceptable working temperatures are maintained all year round.
- Ensure the economic use of the school's energy supplies eg. switching off unnecessary lights, projectors or fans.
- To implement a library of all relevant technical literature, by filing resources in relevant folders including:
 - maintenance documentation,
 - manufacturer's handbook
 - instructions, records
 - drawings
 - test sheets
 - certificates
 - relevant technical literature
 - SLA's (service level agreements) relating to maintenance requirements.

Contractors

- To be responsible for the vetting and managing contractors working on site by checking their insurance, qualifications, and reference to the school Single Central Record (SCR).
Where contractors have confirmed DBS approvals (as confirmed on the School SCR) there is no need for them to be accompanied. Where contractors do not have SCR

clearance it will be necessary for them to be always accompanied on site, and so to provide staff.

- To ensure the contractor has shared their Risk Assessments and Method Statements for proposed works. Approve their practices and ensure these are adhered to.
- To induct the contractors on site and issue 'permit to work' where appropriate.
- Keep records of the completed work literature or work sheets.

Health, Safety and Security

- To provide updates and advise the Trust Primary Business Manager of site matters relating to Health, Safety and Security.
- To record all relevant health & safety information within the site files.
- Promote positive behaviour and complete all relevant training. Training could include Legionella Management Training, IOSH Managing Safely, IPAF, MiDAS and typical eLearning modules such as Fire Safety, Asbestos awareness, slips trip etc.
- To ensure that all work (maintenance and development) complies with relevant building, health & safety regulations.
- To ensure provision for all aspects of health & safety (including heating, safety, fire precautions and site cleanliness) are addressed appropriately.
- To ensure correct operation of the school fire systems by regular testing, provide internal training and monitor all Life Safety systems.
- To take responsibility for precautions necessary to prevent fire or flood damage.
- To obtain a nationally recognised First Aid Certificate and be responsible for First Aid cover where applicable e.g. Summer Holidays.
- To adhere to all school / Trust policies, copies of which can be view on the Trust website - <https://www.ardenmat.org.uk/about-us/policies-and-procedures/>
- To co-operate with the employer on all issues to do with Health, Safety and Welfare.
- To support the school's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection.

Pastoral Care

- All staff have responsibility for promoting safeguarding and the welfare of children.
- Complete Safeguarding training every year and promote positive behaviour.
- Direct parents and visitors around school.

Continuing Professional Development – Personal

- In conjunction with the Head of School and Trust Primary Business Manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training or development available with in working hours.
- Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

This role is based at Dorridge Primary School. With notice, there may be times when assistance will be required across other Trust schools.

A period of 4 weeks' notice will be provided prior of changes to T&C's

Elements of this job description and changes to it may be negotiated at the request of either the Head of School, Trust Primary Business Manager or the incumbent of the post.

Compiled by: Trust Primary Business Manager	Revision Number 1
Approved by:	Revision Date - 22/04/2024