

Job Description and Person Specification



This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.

Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.

SECTION A: Role Profile

Post Title	Site Manager	Post No	
Directorate	Solihull Metropolitan Borough Council		
Division			
Band and Salary	Band D £30,296 -£34,834 per annum. Incremental progression is subject to performance		
Responsible to	Business Manager / Executive Head Teacher		
Location	FOREST OAK AND MERSTONE SCHOOLS		
DBS Check	Enhanced check for regulated activity for working with Children and Adults		
Special Conditions	Driving licence is required		

Role Purpose

To oversee the maintenance and development of school sites as necessary, to ensure good and effective management of the premises, to control and secure specified delegated areas of responsibility as detailed by the Executive Head in areas connected with the fabric and grounds of the schools' sites. To ensure cleanliness of the schools' premises including line management of school cleaners and Assistant Site Manager. To support the aims and ethos of the school and to work collaboratively with all members of the school staff.

Role Responsibilities

General

- Management and supervision of the work of the Assistant Site Manager, including training and development and evaluation.
- Managing the cleaning function in the school including the organisation, supervision, training and appraisal of a group of cleaning staff.
- Ordering of janitorial materials and monitoring of the allocated budget.
- General and longer term maintenance of site and buildings, including the fabric and planning future maintenance requirements.
- Cleaning of grease taps, clearing of drains and other blockages as required to maintain the school site.
- Monitoring of the heating system.
- Monitoring and liaison with on-site contractors.
- Ensure minibuses are maintained and fuelled.
- Implementing Health and Safety regulations.
- Contributing to the School development plan.
- Undertaking school lettings in accordance with the School procedures.
- Dealing with day to day and other issues within the remit of the job role.
- Report regularly to the Headteacher / Business Manager to determine priorities and report on difficulties associated with maintenance of the school.
- To understand and comply with the general and specific responsibilities or duties imposed by the Health and Safety at Work Act and COSHH regulations 1988.
- To ensure the school meets its legislative requirements regarding Health and Safety, Water Management and other relevant areas as appropriate.
- To maintain / update the Building Management System and SMBC Health and Safety portal and SMBC maintenance portal – please amend accordingly.
- To adhere to guidance in Operating and Maintenance Manuals regarding all aspects of building management and maintenance.
- To prioritise work, responding to unanticipated problems and situations which may arise
- To keep skills and knowledge up to date within the scope of the role and attend training and implement learning.
- To keep accurate and appropriate records as required.

Security

Assume responsibility for the security of the school premises ensuring that access is maintained when required to include:

- All appropriate gates, windows, doors, fire escapes are to be open/closed. Burglar alarms, where fitted, are appropriately set for the purposes of school use, cleaning, maintenance services, letting of school premises, emergency services etc.
- Ensure the proper operation and function of all alarms, fire equipment, emergency exits and entrances, and ensure that the fire fighting equipment provided is actually in place and visually in good order, and completing all relevant paperwork promptly.
- Ensure that equipment subject to a maintenance contract is serviced in line with the terms and conditions of the contract.
- Check that all TV and video equipment, recorders, computers etc. are secured away each evening. Store such equipment left out in a secure place and report accordingly to the Executive Head.
- Report to the Executive Head, police and Local Authority as necessary on acts of vandalism, and call emergency services when appropriate.
- Ensure good site supervision to minimise trespass on the school premises or grounds in accordance with agreed procedures.
- To be responsible for the CCTV system, ensuring that it remains functional.
- Check that laptops are secured in the ICT Suite each evening.
- Open the school on arrival at agreed times, including all appropriate gates, windows, doors, fire doors, and switching the burglar alarm on and off, for the purpose of school use, cleaning, maintenance, out of school functions, and emergency service.

- Close the school on departure at agreed times ensuring that all appropriate gates, windows, doors and fire doors are closed and locked and that the burglar alarm is activated.
- Being contactable in an emergency outside of working hours.

Heating

Assume responsibility when necessary for the heating of the premise ensuring that a satisfactory temperature is maintained when required:

- Check and control system functions.
- Report all defects to a heating engineer.
- Keep boiler house clean and tidy.

Emergencies

Assume responsibility for emergency situations, ensuring that all matters are dealt with in an effective and efficient manner, to include:

- Ensure access, assist as necessary and secure premise for all emergency services.
- Deal with or arrange to be dealt with, all electrical and gas emergencies, make safe by initially switching off supply.
- Dealing with or arranging to be dealt with all bursts, leaks, flooding, fires, breakages as appropriate.
- Deal with spillages, ill health, accidents etc. as necessary

General Maintenance

- Assume responsibility for arranging necessary repairs, alterations etc., when approved by the Executive Head or his/her delegated officer by either local arrangement or tendered bid, ensuring that all specifications, tenders and contracts meet service standards, and criteria established by the Local Authority are met.
- Assume responsibility for the scheduling of maintenance and other works in progress on site, monitoring the progress of the work and reporting to the Executive Head / Business Manager.
- Responsibility for basic tools and equipment including their maintenance.
- Alert the Executive Head / Business Manager of any repairs or maintenance work required at the school which are outside the range of duties of the Site Manager.
- Direct workmen and contractors to the site of repair and maintenance work, and informing them of Fire Exits / H&S issues.

Internal Maintenance

- Report all defects which require specialist repair in areas of responsibility.
- Regularly inspect electrical fittings and report defects. Replace lamps, domestic fuses and synchronise clocks and time switches as required.
- Ordering and taking delivery of materials/supplies. Movement of these to various parts of the building as necessary and ensure that an adequate supply of all hygiene materials is available at all times. Move furniture and equipment as necessary.
- Regularly inspect the condition of the fabric of the building, in particular all plumbing installations, reporting or repairing defects as necessary. Prepare reports for Governors' Committee as required.
- Inspect contracted services e.g., school cleaning, tenant repairs etc., to ensure that the proper completion of intended works to a satisfactory standard, reporting as necessary to the Executive Head / Business Manager.
- Check daily to ensure that all toilet seats, cisterns, toilet door locks and frames are in full working order and then report and repair defects as appropriate.
- Keep the main reception area clear at all times.
- Synchronise clocks, time switches promptly etc. as required.
- Order and take delivery of materials as required.
- Be responsible for the supply and availability of all hygiene materials.

- Receive (when appropriate) and move supplies to various parts of the building.
- Clean up any spillages.
- Cleaning of grease traps, clearing of drains and other blockages as required.
- Ensuring water hygiene is maintained by undertaking regular monitoring and checks (re. legionella).

External Maintenance

- Maintain cleanliness and general tidiness of all external hard areas, empty litter bins as necessary and maintain waste receptacles/area to a satisfactory standard. Ensure that all drains and gullies operate effectively and healthily.
- Remove/obscure all graffiti as required by the Executive Head.
- Clean leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt etc.
- Inspect outside fabric of the school and all fences, gates, walls, steps, lights etc., reporting/repairing defects as appropriate, outside spillages and cleaning up as necessary.
- Inspect contracted services e.g., window cleaning, grounds maintenance etc., to ensure proper completion of intended work to a satisfactory quality standard, reporting as required to the Executive Head.
- Inspect all outside areas for dangerous materials and remove as appropriate, including cleaning up external spillage.

Energy Conservation

- To assist with energy conservation within the premises to ensure good practices are adopted at all times. In conjunction with the Executive Head / Business Manager implement all agreed policies developed locally or by the Local Authority, Energy Conservation Officer. This includes ensuring that the outside security lights are timed efficiently to ensure that they are not on when it is light.
- To read, record, analyse and report monthly to the Executive Head / Business Manager all service meter e.g., gas, electric, water usage.

Cleaning

- Ensure proper completion of cleaning on a daily basis and deep clean over the summer holidays to the required quality standard and promptly report any issues to the Executive Head.
- Advising the Executive Head / Business Manager as when required on the type of maintenance necessary, the cleaning materials, methods, equipment and manpower required by the school.
- To provide supervision of the school cleaners. The post holder will be responsible for directing the activities of cleaning staff who then will be able to complete the work efficiently in the school through good organisation and communication by the role holder. Monitor and assess work of contract cleaners and engage in the performance management process.
- To ensure that the school is kept clean and presentable at all times.
- To be responsible for cleaning of spillages and soiling from children as necessary.
- Maintain cleaning material stock levels, ordering and receipt of supplies, as required.

Lettings

- Assume responsibility for the lettings of school premises ensuring that the maximum income is generated for the school and hirers requirements are adequately met, i.e., access and egress, temperature, security etc.
- To be responsible for the preparation of the school premise for after school activities and following the instructions of the Head teacher in relation to the requirements for evening classes, open evenings etc.

Health & Safety

- Assist with the development, implementation and maintenance of Health and Safety at Work Act 1974 procedures with particular regard to the use of machinery and equipment used for cleaning schools.
- To understand and comply with the general and specific responsibilities or duties imposed by the Health and Safety at Work Act 1974 and COSHH regulations 1988.
- Responsibility for identifying and advising the Executive Head / Business Manager of Health & Safety issues on the school site.
- To carry out a weekly/ monthly / termly and annual Health & Safety checks with the Executive Head / Business Manager and the Governing Body.
- Responsible for maintaining all School Risk Assessments relating to the school building and grounds.
- Responsible for carrying out any related action plans following fire, premises, grounds and equipment inspections and reporting to the Executive Head / Business Manager.

Other Duties

- Ensure a Fire Drill is completed termly and that a weekly test of the fire alarm system is carried out and the log kept up-to date.
- To ensure the school has sufficient stock of consumables as required and the ordering and receipt of all supplies. Order replacement stock in line with Site Manager's agreed budget, in regular consultation with the school Office Manager.
- To advise the Executive Head / Finance Manager on budget needs each year for the essential maintenance of the school and suggest improvements and look for cost savings where possible.
- Reporting regularly to the Executive Head / Business Manager to determine priorities of work and on any difficulties in achieving these.
- To liaise, as required, with Contractor's Project Manager and Executive Head / Business Manager during the process of any building projects.
- Carry out other duties to the grade of the post as may be delegated by senior staff within school.

Section B: Person Specification

	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	<p>GCSE in Maths and English or NVQ Level 3 or equivalent.</p> <p>experience particularly related to cleaning management.</p> <p>Willingness to participate in appropriate Health and Safety training.</p>	<p>An engineering, mechanical or trade background (carpentry, building etc.</p> <p>Membership of the British Institute of Cleaning Science.</p>	Application form.
Experience & Knowledge	<p>Experience in building and cleaning maintenance preferably in school premises.</p> <p>Professional understanding of, and familiarity with modern cleaning techniques and practices, associated man management techniques and practical application of relevant Acts of Parliament, e.g. Health and Safety at Work Act 1974.</p> <p>To communicate effectively with staff, building contractors etc., giving advice and seeking professional advice on matters relating to cleanliness, warmth, security of premises, contractor access/egress etc.</p> <p>Knowledge of carpentry, painting, minor plumbing, glazing, and carpet fitting.</p> <p>Knowledge of moving and handling procedures.</p> <p>Previous line management experience including undertaking staff appraisals and motivating a team.</p> <p>An understanding of Health and Safety issues in school buildings.</p> <p>Knowledge of specific premises issues – Health & Safety, security, COSHH regulations.</p> <p>Experience of cleaning work.</p> <p>Knowledge of Local Authority policies and procedures specifically relating to educational establishments.</p>	<p>Use basic power tools and other equipment for repairs and improvements.</p> <p>Has worked in an educational environment.</p> <p>Experience as Health and Safety Officer.</p>	Application form and interview.

Skills & Abilities	<p>Ability to relate well to children and adults.</p> <p>Competent in using ICT (including Microsoft Office and role associated packages).</p> <p>Good team working skills but has the ability to work independently.</p> <p>To be able to respond to non-standard situations at short notice with a common sense approach to problem solving. Flexibility is essential.</p> <p>Organised and methodical.</p> <p>Self-motivated and demonstrate an ability to work on own initiative and motivation.</p> <p>Able to anticipate and reduce risk where possible.</p>	<p>Assess the quality of others work and support and advise where necessary.</p> <p>Able to monitor expenditure and stock levels.</p> <p>Able to travel independently around the Borough.</p> <p>Able to manage a small budget for resources.</p>	<p>Application form and interview.</p>
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Core Behaviours	<p>Excellence - With enthusiasm, you work to deliver a high-quality service from your work location, whether that be in a Council building or in a remote working location, to meet customer, organisation and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.</p>	<p>Interview</p>
	<p>Simplicity - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all taking into account hybrid working.</p>	<p>Interview</p>
	<p>Trust and Respect - You are aware of your impact on others including confidentiality, team relationships and wellbeing. You value openness and listen carefully to understand the views of others. You promote the values of inclusion and diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect</p>	<p>Interview</p>
	<p>Working Together - You work with others to reach a common goal; sharing information, supporting colleagues, both in their work and wellbeing, and searching out expertise and solutions from relevant partners and/or the communities we serve.</p>	<p>Interview</p>
	<p>Responsibility - You take ownership for your own wellbeing, work and working environment and use your initiative to deliver. You are accountable for your own performance and development, and you take responsibility for your actions and decisions.</p>	<p>Interview</p>

Other Requirements	Willingness to undertake relevant training. Committed to providing an excellent school environment. Understanding of confidentiality in a school setting. Willingness to support the school with regard to PTA events.	Interview	
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Compiled/Reviewed by	
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Section C: Additional Information

Corporate Parent Responsibilities

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

Health and Safety

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council's Corporate Health and Safety Policy and any local safety procedures.

Information Management

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

Training and Development

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

Solihull Behavioural Framework

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

Mobility

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

Variations to Job Descriptions

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.