

Headley Park Primary School
Site Manager
Job Description

Job title	Site Manager
Location	Headley Park Primary School
Salary	Salary scale 22-25 (£26,873 - £28,770)
Responsible to	School Business Manager/Trust Estates Manager
Contract type	Full time, permanent (37 hours per week all year round). Holiday entitlement - 24 days per year rising to 29 days after 5 years' service 7am - 3pm or Split Shifts - 6.30am-11am - 3.30pm-6.00pm - hours to be agreed on appointment

Role summary

This document summarises the range of responsibilities of the Post Holder and provides a framework for professional development. The specific nature of the responsibilities to be undertaken by the successful candidate may be modified over time to meet the needs of the school.

Main purpose:

At Headley Park Primary School, our mission is to ensure that every pupil leaves our school with the ability and desire to learn more, unlock their potential and make their mark in the world. Everything we do at HPPS is led by four key drivers: excellence, equity, community, character.

The purpose of this role is to provide a safe, clean and well maintained environment that is fully compliant with current legislation.

1. Maintenance

To be responsible for sustainable and effective maintenance of the sites and minibuses and deliver both a reactive and a planned maintenance response. To manage maintenance contractors and keep proper records of agreements, test results, issues and solutions to ensure the school is compliant.

2. Health and Safety

To lead in the implementation of the Health and Safety Policies and Procedures and Emergency Plans ensuring that the school site meets statutory requirements, that operational systems are in place, checks are consistently carried out and that there is a high level of safeguarding delivered for children and staff.

3. Security

To be responsible for all aspects of security ensuring that the site is secure, safe and that good systems are in place.

4. Relationships with Site Users

To display a high level of professionalism and build good relationships with School and community users to facilitate the smooth running of the buildings.

5. Best Value

To identify value for money proposals, efficiencies and cost effective solutions to the maintenance, health and safety and security challenges of the site.

Duties

Main activities

1) Maintenance

- a. To ensure the maintenance and cleanliness of the buildings and grounds to standards prescribed by the Business Manager/Trust Estates Manager and to keep records as required;
- b. To liaise with the Business Manager/Trust Estates Manager to draw up and to deliver a plan of building maintenance and renewals such as decorating, light bulbs, minor plumbing repairs and M&E Maintenance.
- c. To carry out regular checks, repairs and maintenance as a result of these.
- d. Respond to maintenance requests and minor building projects identified by staff through the maintenance log system in accordance with the priorities identified by the Business Manager/Head Teacher.
- e. To liaise with contractors and suppliers to arrange and manage the delivery of work and materials within the allocated budget. To supervise visiting contractors as may be necessary to minimise disruption on teaching and learning and maintain safe working practices. Any work over £1000 to be agreed with the Trust Estates Manager.
- f. To oversee and monitor the access and work of contractors, checking their work and ensuring that they are delivering the agreed services to the required standard.
- g. Carrying out regular checks on operational consumables and replenish supplies as required.
 - a. Clean up any spillages, accidental mess etc. which cannot be left until the cleaners arrive on site and graffiti and litter in the grounds on an ongoing basis.
- h. To arrange appropriate storage or disposal of school resources in accordance with policy and regulations.
- i. To maintain the minibuses, keeping these fuelled and clean, and ensuring that checks and servicing are carried out at appropriate intervals.
- j. To maintain the tools and equipment in good repair and arrange for training in safe use as necessary. Ensure tools are inspected before each use and PAT tested as required. To maintain an audit of tools, including their state of repair and location.
- k. To maintain knowledge of the building and where important items are such as the stop cock, mains electricity income etc.

2) Health and Safety (H&S) and Safeguarding

- a. Carry out all the H&S and safeguarding checks of the buildings and grounds in accordance with the policies, procedures and checklist routines.
- b. Identify, record, report and remedy any non-compliance with H&S, building compliance and Safeguarding.
- c. Implement the actions set out in the H&S and Safeguarding policies and procedures and that the Business Manager identifies are required to meet requirements or deliver best practice.
- d. To remedy maintenance and operational issues identified in the consultant's H&S reports.

- e. To provide safe access to the school in the event of adverse weather.
- f. All duties to be carried out in accordance with the Health and Safety at Work act, Codes of practice and any relevant H&S procedures.
- g. To carry out regular H&S inspections and risk assessments.

3) Security

To ensure the safety and security of the staff, pupils and buildings by:

- a. Limiting access to unauthorised personnel and responding to emergencies.
- b. To act as the main keyholder for the school on call outs and lettings. Locking and unlocking the buildings and grounds including during school holidays for contractors.
- c. Maintaining the security systems and locks.
- d. Working safely and sharing H&S information with the other Academy staff.
- e. Operation of security, mechanical, CCTV, audio and visual systems.
- f. To be aware of all out-of-hours activities at the school.

4) Support of the Smooth Running of the School

- a. Building and portraying a professional and helpful attitude to all School users and contractors.
- b. Working with and managing the cleaning contract performance so that the building can be kept clean and tidy.
- c. Supporting the efficient operation of the sites such as delivery and collection of equipment, ordered items, setting up rooms etc.
- d. To carry out a walk around first thing to ensure the site safety for the day.
- e. To be pro-active with noticing things around the school and highlighting them to the Business Manager/Trust Estates Manager.

5) Achieving Best Value

To identify value for money proposals, efficiencies and cost effective solutions to the maintenance, health and safety and security challenges of the sites and discuss with the Business Manager/Trust Estates Manager

Other Duties and Responsibilities

- Take on any additional responsibilities agreed with the headteacher/Trust Estates Manager

This list of duties is not exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied subject to the needs of the school and in keeping with the general profile of the post and commensurate with the grade.

General accountabilities

- This job description contains the principle accountabilities relating to this post and does not describe in detail all the duties required to be carried out.
- Duties must be carried out with the commitment of the School to encourage equal opportunities and sustainability.
- Ensure that the output and quality of work is of a high standard and meets current “best practice” standards of School and community buildings.

- Work in a way that contributes to the continuous improvement of the quality of the services being delivered.
- To be aware of and follow the requirements laid down by the relevant inspection and statutory bodies and the policies and procedures of the School and Trust.
- All employees have a responsibility for their own safety and must not endanger the safety of colleagues or visitors in the workplace. They must ensure that safe working practices are adopted and a safe working environment maintained in the work areas they are responsible for.
- To attend staff meetings as required, receive supervision, training and professional development, staff reviews, negotiate and work towards targets and deadlines agreed with the Business Manager/Trust Estates Manager.
- To participate in employee development reviews as required.
- To undertake such other tasks as may reasonably be required commensurate with the grading and nature of the post.
- So far as is reasonably practicable, the post holder must promote safe working practices by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and service users. These are defined in the corporate health, safety and welfare policy and codes of practice
- Work in compliance with the codes of conduct, regulations and policies of the Cathedral Schools Trust and its commitment to equal opportunities
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards

Safeguarding

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. The post holder must:

- Understand statutory safeguarding responsibilities for school staff, following school policies and procedures
- Be aware of Health and Safety regulations and statutory responsibilities for employees
- Be responsible for promoting and safeguarding the welfare of children and young people within the school

All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.

The duties outlined in this job description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This document does not form part of your contract of employment with the school.

