



JOB DESCRIPTION

Site Manager

Holy Trinity Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful candidate will be requested to apply for Enhanced Disclosure from the Criminal Records Bureau, although a criminal record will not necessarily be a bar to obtaining the position.

Post Purpose: To be responsible for the overall provision of caretaking duties at Holy Trinity Catholic School in conjunction with the other site supervisors on a daily basis.

Reporting to: Heads PA

Salary: Salary Range: Grade 4 Point 23 (34,434) – Point 31 (£41,771)

Liaising with: Site team staff, cleaning staff, catering/kitchen staff and all other departments where required

Duties and Responsibilities to include:

- Responsible for the security of the site and checks of the building outside school hours, including the operation of security alarms.
- To be responsible for the open and closing of building where required, to be the point of contact for all building and site contractors, and monitor their standard of work.
- To ensure any risk management systems are in operation and effective, and to be responsible for arranging the services for the buildings plant and fire systems.
- To maintain the Property Site logbook, records, information and data as appropriate and obtain meter readings when required.

- To undertake Health & Safety audits of the premises and be part of the Health & Safety team
- To supervise the cleaning staff where appropriate and ensure that work is completed in accordance with the specification.
- Ensure urgent and general maintenance repairs are reported and ensure that areas requiring repair are not a source of danger to the occupants or affect the security of the building with due observance of Health and Safety at Work requirements.
- Carry out general portage duties for the establishment, including receipt of goods.
- Ensure all outside steps, playgrounds and approaches are kept in a clean condition and all waste paper receptacles are emptied daily.
- Ensure toilets are adequately stocked with toilet requisites.
- Ensure correct storage of chemicals used for cleaning in accordance with manufacturer's recommendations.
- Regular checks to ensure fire alarms and all firefighting equipment are in working order, arranging for recharging of extinguishers as necessary.
- Make main pathways safe after snow/frost by cleaning/salting as appropriate.
- Keep drain grids clean and free from debris and other litter on a daily basis.
- Operation of heating plant and reporting any obvious deficiencies in the heating system as a matter of urgency.
- The reasonable movement of furniture as appropriate.
- Painting & Decorating areas during school holidays (if applicable)
- Ensure that all work carried out by themselves is completed with due observance to appropriate Health and Safety at Work requirements.
- Carry out repairs and maintenance to the buildings/grounds which are within the post holder's capability. This excludes major building works.
- Where appropriate, to avoid the risks of water contamination, to ensure that all hot and cold water outlets are turned on after every holiday period where the premises have been substantially unused for one week or more.
- To be responsible for the collection of litter from grassed and landscaped areas.
- Such other duties as may be commensurate with the grade and nature of the job.

PERSON SPECIFICATION

	Criteria	Method of Assessment
Education and Qualifications	<ul style="list-style-type: none"> • Educated to GCSE or equivalent/City & Guilds/NVQ/trade qualifications 	AF

Relevant Experience	<ul style="list-style-type: none"> • Provision of maintenance service • Property Site Logbook • Working under pressure • Working with conflicting demands • Planning workloads 	AF/ I AF/ I AF/ I AF/ I AF/ I
Skills and abilities	<ul style="list-style-type: none"> • Ability to work under pressure and meet deadlines • Ability to be innovative in finding solutions to problems • Excellent interpersonal skills • Ability to work on own initiative • Ability to interpret legislation 	AF/ I AF/ I AF/ I AF/ I AF/ I
Other	<ul style="list-style-type: none"> • Excellent attendance and punctuality • Willing to undertake appropriate training 	I AF/ I

Key to method of assessment

AF = Information provided on application form and supporting statement

I = Interview