

Job Description

Post Title: Site Manager

Contract: Permanent, All Year Round

Line Manager: Headteacher

Supervisory responsibilities: Line management of school caretaker

Pay Range/Grade: Band 7, SCP11 – SCP17

Location: Holybrook Primary School

Hours of work: 37 hours per week

Purpose of the Role:

Under the guidance of appropriate senior staff; be responsible for compliance, maintenance, security and facilities management services on school sites and premises and provide specialist support in a specific resource area. Be responsible for the maintenance of a clean and hygienic school interior. May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

Supervision and Guidance:

- To work under the instruction and guidance of the Headteacher and senior staff.

Supervisory Responsibilities:

- Supervise and manage the facilities team, including the caretaker.

Effort Demands:

- Will work under own initiative with minimum supervision, managing conflicting priorities and referring only extremely complex issues to a member of the senior leadership team.
- Contribute to the planning, development, and organisation of systems/procedures/policies.
- Responsible for the development and operation of a preventative planned maintenance program and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for work or repairs required to be carried out to maintain safe and satisfactory conditions (including all school compliance checks, fire safety and electrical equipment) and to maintain appropriate, accurate records.
- Undertake the procurement of school related site works and ordering of associated stocks and supplies ensuring that there are adequate levels at all times to meet the

needs of the school within budgetary parameters. Taking delivery and arranging for the storage of materials, stores and other goods.

- Ensure all contractors on site are managed and delivery works in line with school policies and HSE regulations.

Responsibilities:

- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times. (This responsibility is shared during normal school hours with the Headteacher but is the potholder's sole responsibility whilst on site outside of these hours in the absence of the Headteacher or other senior member of the school staff).
- Responsibility for the statutory compliance, maintenance and security of the premises, advising the Headteacher of any problems with appropriate suggestions for solutions/improvements
- Attend and participate in relevant meetings, producing analysis and reports as required.
- Contribute to the overall ethos/work/aims of the school and appreciate and support the role of other professionals.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all, treating all users of the school with courtesy and consideration.
- Manage security measures to protect the school premises, including access control and surveillance systems.
- Develop and implement safety protocols, including emergency evacuation plans.

Environmental Demands/Working Conditions:

- Required to be a key-holder for emergency call-outs. Evening/weekend duties for lettings may be a feature of the job (further information is available from the Headteacher).
- Regular outdoor work and exposure to the elements/weather.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.

Working in Partnerships with Parents/carers and external agencies:

- Establish constructive relationships and communication with contractors and other agencies/professionals, ensuring that contracts on site do not cause a health and safety hazard or damage school property. Report matters of concern or noncompliance with contract specification to the relevant contractor.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- Act as the primary point of contact for facility-related concerns and inquiries from students, staff, and parents.



Budget Management:

- Control expenditure and set allocated budgets for staffing, annual site maintenance and capital budgets, to ensure that budgets are not overspent and best value is achieved.
- Identify and create business opportunities and to assist in the external marketing of Facilities Services for the school, in particular, this will involve creating revenue through school facilities and developing pricing strategies.
- Obtain and review quotes from vendors and contractors, ensuring cost-effective service delivery.

Maintaining Professional Competencies:

- Ensure the highest standards of professional conduct and confidentiality at all times.
- Participate in training and other learning activities and performance development as required.
- To operate within agreed legal, ethical and professional boundaries when working with children and young people and those involved with them.

Safeguarding and Compliance:

- Have an in-depth knowledge of and ensure compliance with policies and procedures relating to child protection, health, safety and security and confidentiality at all times, reporting all concerns to an appropriate person.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with the health and safety policy at all times.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.

Other Considerations:

- Will be able to maintain the minibusses and drive them when necessary.
- Supervise and direct the Site Team (caretakers) across both our sites – driving therefore is essential for this role.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK
- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

Intermediate Threshold Fluency Duty Required:

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification

Area of specification	Essential/ Desirable	Method of Assessment
<p>QUALIFICATIONS</p> <ul style="list-style-type: none"> • Minimum of GCSE Maths and English at grade C or above (or equivalent). • A full UK driving licence • Certification in facilities management or a related field 	E E D	Application and interview
<p>EXPERIENCE</p> <ul style="list-style-type: none"> • Experience of working as a handyperson, caretaker or site keeper in a school or similar environment. • Experience of the ability to relate well to children and adults 	E E	Application and interview
<p>KNOWLEDGE/SKILLS/ABILITIES (Core competencies)</p> <ul style="list-style-type: none"> • In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level. • Ability to perform physical tasks, including lifting and moving heavy objects. • Detailed knowledge of all policies, procedures and regulations relevant to the role. • Knowledge of cleaning procedures required to meet specified cleaning standards. • Detailed knowledge of plumbing, electrical and decorating repair procedures. • Detailed knowledge of HSE regulations relating to schools' compliance requirements, policies and processes. • Knowledge of the use of ICT and other specialist equipment/resources with willingness to participate in development and training opportunities. • Ability to self-evaluate learning needs and actively seek learning opportunities. 	E E E E E E D D	Application and interview
<p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> • Excellent communication skills • Ability to work well within a team • A strong work ethic • Strong leadership abilities and experience managing a team 	E E E E	Application and interview

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

Signature of post holder _____ **Date** / /

Signature of Headteacher _____ **Date** / /

