**Job details**

**Job title:** Site Manager

**Salary:** Scale 4, Point 8 (approx. £25,000 per annum)

**Hours:** 35 working from 6am – 9:30am then 2:30pm – 6pm

**Contract type:** Full time, permanent

**Reporting to:** The Senior Leadership Team

**Responsible for:** Cleaners and contractors

**Main purpose**

The site manager will:

Be responsible for all aspects of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes security, cleanliness, porterage, monitoring contracts/contractors, routine maintenance and refurbishment, minor repairs and to carry out pre-planned maintenance programmes

Be responsible for ensuring that the school has the most suitable, safe and secure working environment for all its pupils, staff and visitors.

Be responsible for the strategic planning and day to day operations in relation to the school site

Manage budgets related to the site and cleaning

Line manage the cleaning staff

**Duties and responsibilities**

To ensure the smooth operational running of the school as follows:

Be responsible for the opening and closing of school in accordance with the needs of the school

Be responsible for organising cover for the opening and closing of school when required

Be responsible for the monitoring of the cleaning of the school and to ensure appropriate training takes place for cleaning staff

Be responsible for ensuring the proper cleaning of all premises takes place at all times including spillages and accidents and organising emergency cleaning as required

Be responsible for the preparation of cleaning rotas and allocation of duties to ensure the efficient cleaning of the school

Be responsible for day to day staffing matters, including preparing holiday rotas, having regard to the shared covering of holiday periods to ensure financial best value within budget constraints

Be responsible for the monitoring of budget allocation spending

Be responsible for Asset Management in the school including the implementation and up-keep of an up-to-date computerised register.

Be responsible for facilitating lettings as required

Be responsible for the line management of all cleaners, including the supervision and monitoring of staff performance. Maintain records of staff absence, taking the appropriate management action as required

Be responsible for the appropriate training of premises staff and ensuring that all training is recorded

**Site Management:**

Be responsible for the regular review of all site contracts including the administrative processes for specifying and letting of minor contracts ensuring compliance with contractual obligations

Be responsible for briefing contractors prior to carrying out work on the school site and for ensuring their safety procedures and plans are appropriate for the proposed activities.

Be responsible as the principal client site supervisor of contracting staff to ensure all work is signed off only when full contract specification has been achieved and for ensuring that any error or omission is speedily remedied

Be responsible for the safe maintenance and security of all school premises

Be responsible for the maintenance of the school site and grounds including the purchase and repair of all furniture and fittings

Be responsible for the monitoring, assessment and review of contractual obligations for outsourced school services

Be responsible for ensuring that a safe environment exists for all stakeholders of the school by providing a secure environment in which due learning processes can be provided

Be responsible for the monitoring of ancillary services e.g. cleaning, etc, to ensure these services are delivered effectively and within budget

Be responsible for the management of the letting of school premises to external organisations and for the development of the extended services to meet local community requirements

Be responsible for maintaining all records with regard to all annual/regular statutory, health and safety checks, e.g. portable appliance testing, electrical integrity testing, etc.

Be responsible for the appropriate and effective signage around the site to facilitate the speedy and safe evacuation of the buildings in case of an emergency

To undertake repairs and DIY projects

**Security:**

Be responsible for the security of the school premises, ensuring proper patrols are undertaken and the alarm systems and the CCTV systems are properly maintained and tested

Be responsible for the retrieval, review and archive of CCTV following an incident

To act as a Key holder; registered as such with the Central Monitoring Station and to ensure that access to keys and codes are given only to authorised people

Be responsible for ensuring a speedy response to out of hours alarm calls

Be responsible for the completion of an annual security survey, identifying any areas of need and expenditure, reporting to the Finance and Premises Committee

Be responsible for the completion of risk assessments for all aspects of the onsite activities.

Be responsible for the preparation of an annual action plan that reflects the priorities for the coming year.

Be responsible for supervision of any works regarding the security of the premises to ensure the integrity of the site is not compromised

Be responsible for managing and implementing the staff access ID systems

**Health, Safety and Welfare**

Act as the school’s Health & Safety Co-ordinator and Fire Officer undertaking regular audits of the needs of the school

Keep up to date on health and safety and welfare regulations to ensure a sound understanding of the main health and safety issues specific to the school and how they relate to pupils, staff, visitors and contractors

Be responsible for the planning and instigation of regular fire practices, alarm tests and the maintenance of records of fire practices and alarm tests and to ensure that emergency procedures are appropriate

Be responsible for drawing up and reviewing a critical incident plan

Be responsible for ensuring the health & safety policy is implemented at all times, is put into practice and is subject to review and assessment at regular intervals or as situations change

Be responsible for ensuring that regular consultation takes place with staff and outside agencies on health and safety issues

Be responsible for ensuring that systems are in place to enable the identification and prompt reporting of hazards

Be responsible for the effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive

Be responsible for the maintenance of equipment and infrastructure for protection against, and escape from fire.

Be responsible for ensuring that the statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs

Be responsible in co-operation with the Fire Service, for the updating and maintenance of equipment for protection against and escape from fire in accordance with changes to regulations

**Maintenance:**

To be responsible for the maintenance of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property and for the installation of plant and equipment for lighting, heating, domestic hot water, cooking, ventilation, water softening, energy conservation etc.

Be responsible for the speedy cleaning of slippery floors, floods, spillages and bodily fluids (which are not on children or their clothing)

Be responsible for regular site inspections to identify the need for repairs and improvements particularly those that can be undertaken in-house

Be responsible for the safe disposal of waste and the appropriate recycling of waste materials where possible

Be responsible for the preparation of a 5-year planned maintenance schedule for the building

Be responsible for ensuring that emergency repairs are carried out promptly and effectively

Be responsible for the safe and efficient use of all mechanical, electrical and heating services

Be responsible for the maintenance of both hard & soft landscaped areas of the school grounds, including trees, gardens, playgrounds, footways etc

Plan and implement a rolling programme of redecoration/refurbishment

Assist the SBM/Headteacher to prepare documentation for tenders or specifications of small to medium projects

Ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards

Ensure the main school hall floors and kept clean and polished and the sports hall floor is kept clean

Ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met

Manage the provision of a portering and furniture moving service as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming

Ensure light bulbs, fluorescent tubes and starter switches etc are changed as necessary and fittings and shades are cleaned regularly

Ensure that all projector filters are cleaned monthly

Ensure all indoor and outdoor plants are adequately watered during school closure periods

Undertake minor window cleaning as required

Clear up bodily fluids after accidents adhering to health & safety procedures

Perform the summer cleaning of the chairs and tables in every class and hall

Carry out emergency cleaning if required

Ensure the playgrounds are litter free

Report cleaning staff absence to the SBM and Office Manager

**Administrative Duties:**

To be responsible, in cooperation with the school’s administrative staff and within the scope and budgets delegated by the Headteacher, for all appropriate administrative work, including ordering, checking of invoices, monitoring of budgets, preparation of estimates and regular stocktaking

Be responsible for maintaining a proper supply of appropriate cleaning materials and basic equipment, ordering replacements as necessary within the budget allocated

Be responsible for ensuring that value for money is obtained on all purchases and contracts

**Deliveries and Porterage:**

Be responsible for the safe storage and recording of items delivered to the school.

Be responsible for organising the proper porterage of furniture and deliveries within the school.

Any other work requested by, and deemed appropriate by the Headteacher or Governors by agreement with the Facilities Manager

**Hours of Work:**

Variations to working times may be necessary on certain occasions when meetings, building work, functions etc are held at the school. Any variation will be notified in advance by the Headteacher or School Business Manager.

**Person specification**

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| criteria | qualities |
| **Qualifications and experience** | Experience of working with children Hold recognised training/qualifications associated with site management Significant experience or skills in a trade The ability to understand and apply regulations such as health & safety, manual handling, COSHE, Legionella etc The ability to operate and understand electrical/mechanical systems Risk Assessment experience/qualification Competent at basic building repairs and maintenance To be able to use small industrial, electrical and mechanical equipment Staff management experience |
| **Skills and knowledge** |  Good organisational skills Ability to build effective working relationships with pupils and adultsExcellent verbal communication skills Active listening skills The ability to remain calm in stressful situations Knowledge of guidance and requirements around safeguarding children |
| **Personal qualities** | Enjoyment of working with childrenSensitivity and understanding, to help build good relationships with pupilsA commitment to getting the best outcomes for all pupils and promoting the ethos and values of the schoolCommitment to maintaining confidentiality at all timesCommitment to safeguarding pupil’s wellbeing and equalityA commitment to ensuring that every child can be the best they can be dailyThe ability to work as part of a teamThe ability to communicate effectively with individuals and groups of children, teachers and other members of the school communityThe ability to establish and maintain effective working relationships with teachers and other members of staffThe ability to accept guidance and direction from teachers, Teaching Assistants with Play Leader Responsibilities, the Beyond the Classroom Leader and the Senior Leadership TeamAwareness of the need to show respect and value pupils as individualsAn understanding of and commitment to inclusive educationA willingness to undertake paid training in normal contractual hours to develop job related skillsA sympathetic approach to parents and an understanding of the needs for confidentialityA commitment to the school and LEA Equal Opportunities PolicyThe ability to adapt to differing environments within the school and to the needs of different childrenA commitment to respecting the confidentiality of pupil information and the ability to respond sensitively to pupils needsAn understanding of and a commitment to the aims of the schoolAbility to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post Sound planning and negotiating skills Ability to gather information and problem solve Ability to manage own time effectively and demonstrate initiative including establishing priorities Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school Ability to adapt to changing and conflicting demands Ability to be flexible and work as part of a team or individually as required Ability to contribute to the life of the school Ability to adhere to the school’s policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies. Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely |

**Notes:**

This job description may be amended at any time in consultation with the postholder.

**Last review date:** 16th June 2021

**Next review date:** 16th June 2022

**Headteacher/line manager’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Postholder’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Qualifications and Experience**

**Ability, Skills, Knowledge**