

Norman Street Primary School, Carlisle



**Application pack for
Site Manager**



Norman Street Primary School

..... aspiring to be a community of lifelong learners, who inspire and empower others.

Norman Street
Carlisle
CA1 2BQ

Headteacher: Mrs Carolyn Murray
(B Ed (Hons), M Ed, NPQH)
Chair of Governors: Rev K Teasdale

Telephone: 01228 210168
Email: office@normanst.cumbria.sch.uk

February 2021

Dear Candidate

We are looking to appoint an enthusiastic and experienced person to join our school as Site Manager. The post provides the opportunity to join a very experienced and dedicated team of support and teaching staff.

We welcome applications from anyone who feels they can meet the requirements of the enclosed Job Description and who will enjoy working in a busy school environment. Before applying, please have a look at our website www.normanst.cumbria.sch.uk which I hope will give you a taste of the ethos and atmosphere of the school.

I look forward to receiving your application.

Yours faithfully

Mrs C.J. Murray
Headteacher



Norman Street Primary School, Carlisle

A co-educational primary school for boys and girls of all abilities, aged 4 to 11 years

Roll: 341

Ofsted: Good

Site Manager

NJC Scale 4 Point 5 - £19,312 (pro rata)

Part Time - 25 hours per week / Full Year

To start May 2021

Norman Street Primary School has a fantastic opportunity to appoint an experienced and knowledgeable Site Manager to join our collaborative team as soon as possible. The successful candidate will have previous premises management experience, taking full responsibility for the care and maintenance of the premises. You will be a key player in ensuring the high standards of compliance are maintained and that facilities are safe and fit for purpose. You will work closely with the Headteacher to ensure that the internal and external environment is conducive to the promotion of learning. A knowledge of Health and Safety is essential to this role as well as being able to communicate effectively.

We are committed to safeguarding and promoting the welfare of children. The post is subject to an enhanced DBS check and satisfactory references.

Deadline for all applications: 9am, Tuesday 9th March

Interviews will be held week commencing 15th March

Application forms and a full application pack, including Job Description & Person Specification can be downloaded from our website www.normanst.cumbria.sch.uk or a copy requested from the Office Manager, Mrs Caroline Richards caroline.richards@normanst.cumbria.sch.uk

**Norman Street Primary School
Job Description for Site Manager**

Job title:	Site Manager
Salary:	NJC Scale 4 Point 5 - £19,312 (pro rata)
Hours:	25 hours per week
Contract type:	Part Time / Permanent (Full Year)
Reporting to:	Headteacher
Responsible for:	Site Staff

Main Purpose of the Job

To 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, portage, monitoring contracts/contractors, routine maintenance and refurbishment, minor repairs, advising the Headteacher and Senior Leadership Team on suggested improvements to the general school environment, to improve the productivity of site management and to carry out pre-planned maintenance programmes.

General Responsibilities

- To ensure that the management and maintenance of the school buildings and environment are effectively undertaken
- To be responsible for the health and safety of the site.
- To undertake repairs, decoration and DIY projects.
- Ensure that the changing needs of the school are met through training and development of the premises staff
- To delegate tasks as appropriate to other site staff or outside contractors, ensuring Health & Safety regulations are strictly adhered to.
- To monitor the performance of the cleaning staff to ensure a clean, tidy and well-maintained school environment .

Specific Responsibilities

PREMISES MANAGEMENT

- To monitor the day-to-day maintenance, repair, cleaning and security of the school building and grounds to ensure a clean and safe environment for pupils, staff and visitors.
- In conjunction with the Headteacher and Senior Leadership Team, to monitor the day-to-day maintenance and repair budget and the cleaning materials budget.
- To report to the Governing Board when called on.
- To advise on a rolling programme of redecoration, repairs and refurbishment.
- To order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes, ensuring best value for money is received.
- To assist the Headteacher and Admin Team to prepare documentation for tenders or specifications of small to medium projects.
- To develop appropriate monitoring procedures to ensure that the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies.
- To carry out regular checks and inspections of the premises, equipment and grounds; keeping accurate records where appropriate.
- To monitor work requests ensuring that day-to-day maintenance tasks and requests for minor works are undertaken as expediently as possible and actions recorded in a timely manner.
- To ensure the school grounds and site are maintained to a high standard.

SECURITY

- To complete a daily perimeter check to ensure the premises are secure.
- To be responsible for the security of the premises, liaising with security contractors and other emergency services in this respect as necessary.
- To be responsible for the unlocking and locking up the school during term time and during school closure periods.
- To ensure that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly before vacating the site.
- To check, at least monthly, all perimeter fences, security devices, fire appliances, CCTV systems and alarms.
- To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results recorded.
- To monitor, report and advise the Headteacher and Senior Leadership Team on all security matters.
- To be aware of all out of hours activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.
- To act as the main keyholder for the school on call-outs.
- To maintain an accurate record of all keys held on site.

GENERAL SITE DUTIES

- To set and monitor the school heating and hot water systems.
- To take energy readings on a monthly basis and report them accordingly.
- To ensure the school is kept clean and tidy and is conducive to learning eg. litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets checked daily for fresh supplies of disposables etc.
- To monitor all bin collections.
- To ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards.
- To ensure the main school hall floor is kept clean and polished.
- To ensure that all tools and cleaning products are stored correctly and are not accessible by children and that hygiene standards and regulations are met.
- To ensure that orders received into school are delivered to the appropriate area/member of staff as necessary.
- To ensure that routine maintenance service checks on all serviceable equipment are carried out ie. boilers, fire-fighting equipment, lightning etc. and results recorded.
- To ensure light bulbs and fluorescent tubes are changed as necessary and fittings and shades are cleaned regularly.
- To ensure that all projector filters are cleaned monthly, and to carry out minor repairs as necessary i.e. changing projector bulbs.
- To arrange annual PAT testing and keep accurate records.
- To undertake minor window cleaning as required.
- To clear up fluids after accidents; adhering to health and safety procedures.
- To perform the summer cleaning of the chairs and tables in all classrooms and communal areas.
- To carry out emergency cleaning if required.

HEALTH & SAFETY

- To ensure that all working practices for the site staff comply with current legislation.
- To provide safe access to the school in the event of snow, ice or flooding.
- To have knowledge of the location of all water and gas stopcocks and mains electricity power breakers etc.

- All duties to be carried out in compliance with the Health & Safety at work Act, nationally and locally agreed Codes of Practice which are relevant and the school's and Local Authority's Health & Safety Policies and Procedures.

ADMINISTRATION

- To maintain the school's equipment and plant inventory.
- To place orders for items of housekeeping ensuring stock levels are maintained.
- To order repairs and maintenance of items as required.
- To maintain a log of all inspections and checks carried out.
- To establish and maintain a list of repairs/improvements.
- To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept and arrange for the training of members of the site staff on their safe use.
- To ensure mechanical equipment is inspected prior to each use.
- To ensure power tools are inspected before use and are PAT tested as required.
- To assist the Headteacher and the Admin Team with obtaining tenders and quotes.
- To carry out/oversee regular Health and Safety inspections and Risk Assessments.

Generic responsibilities

- To carry out other duties as may reasonably be required by the Headteacher.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- To contribute to the overall ethos, aims and work of the school.
- To participate in training and other continuing professional development as required.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

Notes:

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

Norman Street Primary School
Person Specification for Site Manager

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and training		<ul style="list-style-type: none"> ➤ Hold recognised training/qualifications associated with premises management
Experience	<ul style="list-style-type: none"> ➤ 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. ➤ experience/qualifications. ➤ Competent at basic building, repairs and maintenance. ➤ To be able to use small industrial, electrical and mechanical equipment. 	<ul style="list-style-type: none"> ➤ Risk Assessment ➤ Staff management experience.
Skills and knowledge	<ul style="list-style-type: none"> ➤ Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment. ➤ Good communication skills. ➤ Sound planning and negotiating skills. ➤ Ability to gather information, analyse data 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. 	<ul style="list-style-type: none"> ➤ Good numeracy and literacy skills. ➤ Good IT skills. ➤ Ability to manage people directly and indirectly.
Personal qualities	<ul style="list-style-type: none"> ➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all children. ➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school. ➤ Ability to work under pressure and prioritise effectively. ➤ Commitment to maintaining confidentiality at all times. ➤ Commitment to safeguarding and equality. ➤ Ability to be flexible and work as part of a wider team or individually as required. ➤ Ability to contribute to the life of the school. ➤ Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely. ➤ Resilience, and a sense of humour! 	

**Norman Street Primary School
School Vision**

Norman Street Primary:

- Is at the heart of the community, encouraging high aspirations for all.
- Provides high quality education to facilitate independent and collaborative learning in a safe environment.
- Creates wider opportunities and broader experiences to enable the development of self-awareness and understanding of our impact on the wider world.

