



# Site Manager Job Description & Person Specification

## **Job Description for Site Manager**

**Grade:** Emmaus Catholic MAC Pay Scales  
Grade 6 (Point 12-17)  
£27,711.00 to £30,060.00 per annum

**Line Manager:** Principal / School Business Partner

### **GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES**

The School Site Manager is responsible, through the Principal and Local Governing Body, for a wide range of duties and responsibilities connected with the fabric and grounds of the school.

### **SPECIFIC RESPONSIBILITIES**

#### **DUTY HOURS**

37 hours per week Monday to Thursday 8am to 4.30pm and Friday 8am to 4pm (with 1 hour lunch). This post is 52 weeks per year.

Evening and weekend lettings for which overtime will be paid, is based on the hourly rate of the site managers salary. The school is committed to working with the community.

### **SECURITY AND ASSOCIATED DUTIES**

Duties include:

- Management of security processes for the school
- Carrying out security procedures for school buildings and grounds
- Opening and closing of school premises, including gates, doors, windows, fire exits etc for the purpose of school use, lettings, out of school hours functions, maintenance and emergency services
- Regularly checking the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed
- Fire drills to be arranged and implemented through discussions with School Business Partner / Principal
- Liaising as necessary with the emergency services, including calling out of emergency services as required
- Reporting acts of vandalism to the School Business Partner / Principal and /or Police as necessary
- Courier duties as required by the School Business Partner / Principal
- Performing security duties at the School gate before / after school
- Acting as key holder to the school buildings
- Management of on site contractors
- Liaison with community support police officers and police officers to ensure a safe neighbourhood
- Operational procedures for management of ICT security in schools including intercom and security gates

## **LETTINGS**

- Complying with instructions received from the School Business Partner, Principal and Governing Body concerning letting procedures and carrying out as per lettings agreement
- Throughout the year we may have events taking place on the school site during the weekend. In agreement with the School Business Partner / Principal, be on site during the event and to open and close the building for the event.
- In agreement with the School Business Partner / Principal work outside of the core hours of the role when parents evenings, open evenings or other events are taking place in school past the core hours of working.
- Where requested by the School Business Partner / Principal, be on site during the course of the lettings to:
  - Give assistance to the hirer of the facilities hired
  - To ensure that functions are conducted in an orderly manner and the behaviour of the hirer is not detrimental to the site of facilities
  - To ensure that, where appropriate, the requirements of the Licensing Justices are met during any letting. Carry out as required by the School Business Partner / Principal any necessary cleaning of areas within the letting agreement

## **HEATING**

- Check and control system functions, regularly check heating system, with due regard to the appropriate safety requirements, report all defects to a qualified engineer and School Business Partner / Principal
- Management of systems to ensure efficiency

## **SICKNESS AND ANNUAL LEAVE COVER**

- Co-operate with other nearby schools with the Emmaus MAC to ensure emergency cover in the event of sickness or other absences including holiday leave
- Holidays to be taken during school holidays, subject to the approval of the School Business Partner / Principal

## **DELIVERIES /POST**

- Take delivery of post, stores material and other goods
- Unpack and store stock in conjunction with the School Business Partner / Principal
- Take incoming mail to the School Business Partner / Principal / school office as required
- Manage systems and deliveries outside of normal school term

## **FURNITURE MOVING**

- Move such items of school furniture as required, with due regard to current Health and Safety and Lifting and Handling regulations

## **ELECTIONS**

- Comply with instructions with regard to arranging the necessary facilities for the school to be used as a polling station as required by the returning officer (if / when applicable)

## **ENERGY CONSERVATION**

- In conjunction with the School Business Partner / Principal, implement all agreed policies
- Read, record and report all meter readings as required by the School Business Partner / Principal / Energy Conservation Officer. Inform School Business Partner / Principal and Energy Conservation Officer of any concerns
- Liaise with the Energy Conservation Officer

## **EMERGENCIES**

Some examples are

- Clean sickness and spillages as required
- Deal with or arrange to be dealt with all burst pipes, leaks, floods, fires and breakages as appropriate
- Deal with, or arrange to be dealt with, all electrical and gas emergencies, making safe initially by turning off the supply
- Ensure access for emergency services, assist as necessary and secure premises as required
- Arrange repairs etc with contractors with prior approval of the line manager

## **INTERNAL MAINTENANCE**

- Oversee the planning of maintenance schedules and repairs of the building, site and grounds are carried out and progress is monitored
- Make sure all paperwork/records are kept up to date
- Report defects which require specialist repair, inspect electrical fittings and report defects as required
- Replace lamps and domestic fuses as required
- Regularly inspect plumbing and report / repair defects as appropriate, synchronise clocks, time switches etc as required
- Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate which may require the use of power tools
- Order and take delivery of materials to deal with repairs mentioned above
- Subject to safety regulations, redecoration of any area, agreed as reasonable on instruction from the School Business Partner / Principal
- Be responsible for the supply and availability of all hygiene materials
- Remove graffiti etc as required by the School Business Partner / Principal
- Carry out minor repairs to school equipment as agreed with the School Business Partner / Principal
- Purchase materials for minor repairs
- Carry out minor works in order to improve the site as required by the School Business Partner, Principal and Governing Body
- Attend appropriate training courses as required by the School Business Partner / Principal
- Manage the sourcing and procurement of materials and resources to achieve best value

## **EXTERNAL MAINTENANCE**

- Oversee the planning of maintenance schedules and repairs of the building, site and grounds are carried out and progress is monitored
- Maintain cleanliness and general tidiness of all external areas
- Empty litter bins on a daily basis
- Clean and clear all drains and gullies to ensure effective and healthy operation
- Inspect outside fabric of the school, report / repair defects as appropriate. Inspect all fences, gates, walls, steps and lights etc

- Report / repair defects as appropriate
- Undertake designated gardening duties
- Cleaning outside glass of entrance hall
- Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt etc
- Inspect all outside areas for dangerous materials and remove, including external emergency clean of spillage
- Pruning and clearance to ensure unrestricted access and use of the premises including perimeter fencing
- Some gardening duties, mowing areas of the school and weeding and keeping the area tidy
- Carry out external / internal window cleaning where required
- Carry out minor works in order to improve the site, as required by the School Business Partner / Principal and Governing Body
- Regularly check both internally and externally for any potential danger to pupils, staff or visitors and report immediately to the School Business Partner / Principal

### **HEALTH AND SAFETY**

- Management of health and safety processes
- Management of fire plan, asbestos plan, asset management plan and health and safety risk assessments, keeping records accurately up to date
- Liaising with the MAC Operations and Estates team and property consultants
- Access risk assessment tools and know how to use them to establish hazards within the school and the associated risks involved
- Adhere to COSHH regulations as required

### **FINANCE**

- Purchase items for school within a set financial budget

### **OTHER DUTIES**

- Assist with the management of any projects undertaken at school

**Person Specification for Site Manager**

Task	Essential	Desirable
<b>Qualifications and Training</b>		
4 and above in GCSE English and Maths	✓	
Recognised qualification in ICT, electrics, plumbing or carpentry.		✓
Other relevant qualification in site management.		✓
Very good numeracy and literacy skills.	✓	
Prior knowledge of using Every for Schools compliance software.		✓
Able to understand and apply regulations (such as Health and Safety, manual handling regulations, COSHH etc).	✓	
Able to operate electrical/mechanical systems.	✓	
Willing to undergo training as required.	✓	
<b>Knowledge and Experience</b>		
Competent at basic building repairs, maintenance and grounds maintenance.	✓	
Previous caretaking / site manager experience within a school.		✓
Able to operate electrical/mechanical systems.	✓	
<b>Practical Skills</b>		
Listens well and communicates clearly and fluently with colleagues on a wide level.	✓	
Works effectively with a broad range of stakeholders and partners.	✓	
Relevant knowledge of first aid.	✓	
Able to effectively organise and supervise the work of others (such as contractors)	✓	
Work on own initiative alone or as part of a team.	✓	
Able to regularly handle / carry heavy items	✓	
Practical DIY skills	✓	

<b>Personal Qualities and Attributes</b>		
Reliable	✓	
Calm and patient under pressure	✓	
Trustworthy	✓	
Willing and able to work as per requirements when necessary	✓	
Be on call for emergencies	✓	
Must be flexible with regard to working hours	✓	
Polite and Courteous to all stakeholders	✓	
Observant to detail – notices what needs to be done	✓	

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people.

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.

