

Job Description	Site Manager	
Scale	Grade 6	37 hours per week, Permanent, Full Year
Reporting to	School Operations Manager	
Location	Rhyddings, Howarth Street, Oswaldtwistle, Accrington, BB5 3EA	
JOB PURPOSE:		
<p>Will undertake a full and pro-active role in the development of the school and use of premises by the local community. As a member of the School Management Team, to contribute ideas and strategies and provide an active input in relation to all matters concerning the premises/site. To organise and manage the premises, taking the lead on all site-related matters, including managing the caretaking/cleaning operations of the school//monitoring contract compliance, to the agreed quality standards, taking a lead role on Health & Safety, reporting to the Health and Safety Committee and ensuring security of the site and related resources, ensuring risk assessments are undertaken, training is provided to staff, and statutory regulations are complied with.</p>		
Main Duties and Responsibilities		
Security		
<ul style="list-style-type: none"> - Act as key holder and carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc., and/or the setting off of the burglar alarm(s); - Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations; - Dealing with enquiries from officers and employees of the Local Education Authority, workers and contractors and managing contractor activity on-site. 		
Supervision		
<ul style="list-style-type: none"> - To organise and manage the work of the caretaking and cleaning team; - Undertake recruitment, selection, induction and appraisal of caretaking and cleaning staff and allocate duties and hours of work; - Planning own work and that of assistant(s) and cleaning staff (issues relating to supervision/management of staff); - Provide/arrange the appropriate induction and training of assistant(s) and cleaning staff; - Monitor the progress of the caretaking team and identify appropriate training and development opportunities for team members to increase the effectiveness of the function 		
Maintenance		
<ul style="list-style-type: none"> - To monitor the work of the assistant caretaking, and cleaning staff, to ensure that the school buildings and premises are kept to a high standard of cleaning and repair and are safe for staff, pupils and visitors; - To assume initial responsibility for the resolution of all site-related issues and to identify and prioritise maintenance requirements and prepare and organise annual maintenance programmes; - Monitoring the progress of projects involving outside contractors; - Monitoring the grounds maintenance function, including managing the contract for the provision of grounds maintenance where one exists; - Monitoring and ensuring the cleanliness of the school premises and furnishings, including managing the cleaning contract where one exists; 		

- Ensuring that all caretaking equipment is in a safe and working condition and arranging for their repair as appropriate;
- To arrange for the caretaking team (including the postholder) to carry out first-line repairs which are not beyond the competence of the staff concerned.

Other duties

- Testing portable electrical equipment if trained and accredited to do so;
- To manage the out-of-school hours letting of the school premises;
- Maintenance of inventory in respect of equipment. Carrying out an annual check of equipment against the inventory;
- To investigate opportunities for recycling of the school's waste, and offer advice and guidance to school staff on appropriate recycling systems;
- To act as the school's energy manager, monitoring energy costs and ensuring conservation of energy through efficient procedures and systems;
- By involving pupils and staff of the school, to constantly seek ways of improving the working surroundings and of managing the premises in a more efficient and cost-effective way;
- To undertake training as appropriate.

Health & Safety

- To be responsible for all aspects of Health and Safety connected with the school premises and site, including the completion of appropriate risk assessments, and ensuring compliance with all statutory regulations;
- Ensuring the implementation and compliance with appropriate Codes of Practice throughout the school (in relation to premises and caretaking/cleaning issues) in liaison with the Health and Safety Committee for the school;
- Monitoring the appropriate Health and Safety procedures in use in the school and reporting any issues to the Health and Safety Committee for the school;
- To develop and implement policies and procedures in the area of Health and Safety within the school;
- To undertake regular testing of the school burglar and fire alarm system, and to maintain appropriate records in relation to this.

Finance

- To be responsible for monitoring the delegated maintenance budget and regularly reporting budgetary information in relation to this to the Headteacher;
- To develop and promote the school premises to the outside community.

General

- To fully participate in the School's appraisal scheme where appropriate;
- The duties may be varied by the Headteacher and/or Trust to meet changed circumstances in a manner compatible with the post held.

Other Duties

- Undertaking training as appropriate.
- Commitment to safeguarding and protecting the welfare of children and young people.

Whole School Duties and Responsibilities

- To carry out the duties in accordance with school-based policies and health and safety procedures/policies.
- To contribute to the provision of an effective environment for learning.
- Contribute to the overall ethos/work/aims of the school.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- To support the promotion of positive relationships with parents and outside agencies.

- To engage in the school's appraisal scheme.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues relating to home/pupils/staff, etc.

The above range of duties is not exhaustive but should be interpreted as generic guidelines of the range of duties to be undertaken. Other duties at the same level and of a similar nature may be interchanged or added to the list at any time following consultation. In addition to the skills, knowledge and experienced described, you may be required to undertake a lower graded role as appropriate.

All staff at Rhyddings have responsibility for promoting the wellbeing and safeguarding the welfare of children and young people they have responsibility for or come into contact with in keeping with the *Keeping Children Safe in Education*' and child protection policies.

This job description will form part of the basis for appraisal.

Note

1. This job description is not necessarily a comprehensive definition of the post.
2. The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Headteacher and the postholder.

Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This academy is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Note: In addition, other duties at no higher level of responsibility may be interchanged with/added to this list as required. The duties may be varied by the headteacher to meet changing circumstances in a manner compatible with the post held.

This academy is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.