

Saint Ambrose College

Job Description



Role Title	Site Manager
Purpose of the role (job statement)	The main purpose of this post is to be responsible for the security, safety and maintenance of the school premises.
Responsibilities	<p>Key duties include:-</p> <ol style="list-style-type: none"> 1) Line manage the Assistant Site Managers, ensuring they have the skills and resources to undertake their role effectively, with a balanced workload, making a positive contribution to team goals, and conducting their annual appraisals. Work undertaken by the team includes: <ul style="list-style-type: none"> • Operating & checking building management systems and plant including heating, air handling, lighting, security (including CCTV and alarms) and fire systems (including fire sprinkler and alarms), identifying latent building defects and liaising with the building contractor to ensure that issues are resolved • Regular health and safety and preventative maintenance checks of all buildings, fixtures, fittings, furniture, equipment and open areas within the site (including compliance with fire safety regulations and emergency lockdown plans), to be carried out promptly and in line with the various SLA's and agreements entered into by the College • Undertaking minor planned maintenance or repair work, ensuring such work is of high standard, good quality, is safe, and meets any relevant legislation or guidelines • Ensure the site is clean and safe, is a positive working environment for staff, and is an environment conducive to learning for students • Safe operation and maintenance of the swimming pool • Routine maintenance checks are carried out on the minibus fleet, arranging for repairs, servicing and MOT inspections to be carried out as required • Portage of such items as stationery, equipment, materials, furniture, items for disposal etc. • Supervision of use of the building outside normal school hours • Undertake duties commensurate with the role assigned at the discretion of the Principal 2) Undertake risk assessments, perform duties in line with health and safety regulations (COSHH) and act promptly where hazards are identified, report serious hazards to line manager immediately 3) Maintaining accurate records of maintenance activities, equipment inventory, and health and safety inspections 4) Managing security procedures, including locking and unlocking buildings, monitoring CCTV systems, and responding to alarms or security concerns 5) Act as a designated key holder, providing out of hours and emergency access to the school site, attending alarm call outs, liaising with security contractors and the police as necessary 6) Management of wet-side operations and dedicated sprinkler system 7) Performing minor repairs and maintenance tasks or coordinating with external contractors as needed



- 8) Liaise with the school's lettings provider with regards to hours of use, maintenance, repairs and remedial work
- 9) Overseeing the cleaning contract and upkeep of the school buildings, including classrooms, offices, and common areas
- 10) Liaise with Trafford's Building Service Management team and other contractors to arrange planned preventative maintenance and repairs covered by the College's SLAs, and / or procure quotes for such works not covered by the SLA
- 11) Monitor, inspect and record work undertaken by external contractors including, building maintenance and cleaning contractors. This will include liaison with contractors before and during the work and generally ensuring the work has been completed satisfactorily and within required timescales
- 12) Assisting with facilities-related projects and renovations as directed by school leadership
- 13) Contribute to the management of the premises budget and cost control through preventative maintenance work, ongoing procurement and close collaboration with the finance team
- 14) Providing support during special events or emergencies, such as snow removal or building evacuations
- 15) Arrange emergency repairs

Indicative knowledge, skills and experience

See Person Specification

Health and Safety

Co-operate with the employer on all issues to do with Health, Safety & Welfare. To keep First Aid Certificate up to date if relevant to your position

Continuing Professional Development

In conjunction with the line manager, take responsibility for personal professional development. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available. Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

Note

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.