



## **SOUTH WILTS GRAMMAR SCHOOL**

### **JOB DESCRIPTION**

**Job Title:** Site Manager

**Responsible to:** Business Manager

**Main Job Purpose:** The Site Manager is responsible for the site team, including cleaning staff. The purpose of this role is to contribute to the formulation and implementation of the school's estates strategy and Long Term Maintenance Plan and to manage all aspects of the school property upkeep, care, maintenance, security, health and safety and facilities management in line with statutory and regulatory requirements. Additionally, to manage refurbishments and other building improvements in terms of development and procurement and to act as the school representative with contractors and manage all lettings.

#### **Responsibilities:**

##### **Strategic Development**

- To contribute to formulating the school's estates strategy by assisting in the evaluation of site and usage options and proposing creative and inspiring suggestions for improvements, working with the Business Manager
- To implement the estates strategy using physical development plans directing the activities of contractors where appropriate
- To assist/manage the design and build of new projects from minor works e.g. refurbishment of office/teaching spaces, to major projects, working with the Business Manager
- To develop strong and positive working relationships with school staff to maximise the potential of the estate and its development
- To ensure appropriate safeguarding and health and safety compliance and that all risk assessments and contractor safety checks are carried out

##### **Buildings and Site Maintenance**

- Ensure that the fabric and fixtures and fittings of the estate is maintained to a high standard and meets the school's current and future needs
- Ensure daily and short-term maintenance of all areas of the school, this could include repairs and minor redecoration. This will involve both reactive maintenance and prioritising a short, medium and long term maintenance programme
- Provide safe and clear access to the school and classrooms for both pedestrians and vehicles including during the event of snow, ice, minor flooding or similar emergencies.

##### **Provision of Utilities and Estate Services**

- To take responsibility for and ensure all utilities provision, including water, gas and electricity is effectively managed and that usage minimises wastage
- To ensure that boilers, air-conditioning, ventilation and mechanical equipment is maintained, serviced and operating effectively and efficiently, and replaced as and when necessary

- To take responsibility for risk management in the site team including disaster and continuity planning
- Be able to locate all stopcocks, and emergency cut-off for supplies.
- Clean and replace light bulbs/tubes/fuses if necessary and safe to do so in line with safe working practices.

### **Security, Fire and Health & Safety**

Responsibility for the security of the premises and contents and key-holder responsibilities including:

- The routine and non-routine opening and closing of school premises and grounds including checking that windows and doors are closed, and all lights are turned off.
- Preventing trespass on the school premises or grounds and ensuring that unauthorised/dangerous parking does not occur.
- Respond when the school alarm (fire or intruder) systems are set off and arrange for re-setting once the building has been checked. Liaising with the Business Manager and alarm companies and fire and police where necessary.
- Ensure all fire systems and prevention equipment are properly and appropriately maintained and that all fire alarms, emergency lighting and monitoring systems are regularly tested including ensuring the Fire Risk Assessment is in place and up to date
- Register as a main key holder and be the first point of contact in an emergency until a member of SLT arrives if appropriate.
- To take responsibility for ensuring that risk assessments for all school buildings and grounds are produced and reviewed in accordance with school policy and that action points are followed up as and when appropriate.
- To ensure that all premises compliance checks are completed as and when required e.g. legionella, PAT testing. Asbestos, electrical etc.
- The post holder will be expected to observe safe working practices and adhere to current legislation and school policies while carrying out the required duties ensuring that instructions specified by technical consultants, contractors and manufacturers are fully adhered to.

**NB:** You may be called out at unsociable hours, weekends or between shifts to deal with security problems, emergencies (including snow), make emergency repairs or to allow access to any contractor who may be working on the site at that time.

### **Emergencies**

- To clear, or arrange to be cleared, blockages from drains, sinks, toilets, kitchen etc and clean up as required.
- Cleaning up spillages and sickness as requested, disposing of any waste appropriately and hygienically.
- Deal with, or arrange to be dealt with, all bursts, leaks, floods, fires and breakages as appropriate as a priority.
- Deal with, or arrange to be dealt with, all electrical, gas and water emergencies, making safe initially by turning off supplies and liaising with the Business Manager/SLT.
- Arranging re-glazing of broken windows, including boarding up following damage or break-in.
- Ensure access for emergency services, assist as necessary and secure premises as required in the event of fire, flood, breaking and entering, accident or major damage.

**NB:** In case of adverse weather conditions or unforeseen emergencies, the post holder may be expected to start early or work unsociable hours to ensure the school is safe and able to operate as normal. Time in lieu may be accrued for this or overtime paid as it may not be practical to adjust working hours in adverse conditions. The arrangements for time in lieu/overtime will be discussed on a case by case basis.

## General

- Responsibility for the appropriate maintenance and safety checks including tyres, oil, fuel and damage for the school minibuses.
- Ensuring the school minibuses are MOTed and serviced at the appropriate times.
- Maintaining stocks to enable efficient carrying out of duties
- Porterage, including receipt of goods and checking for external signs of damage
- Assisting with the movement and storage of large deliveries to ensure the site is safe at all times.
- Moving furniture/equipment where required.
- Laying out halls/gym for assemblies/examinations/parent's evenings and other school functions and restoring it to normal school use afterwards.

## Lettings:

- Opening school for, and securing school after, special events and lettings in the evenings and some weekends
- Liaising with the cleaning staff to ensure the provision of appropriate clean facilities for special events and lettings.
- Noting any issues with lettings so that any action required can be followed up by the Business Manager.

**NB:** 4 lettings per week during both holidays and term-time are included in the salary for this post, this does not include regular opening/closing during normal working hours. The post-holder is not required to remain on duty during the letting but may sometimes be called upon in an emergency and should be available and on call by telephone. If additional lettings are required, then time in lieu/overtime will be arranged if appropriate. The post-holder is not required to complete lettings during annual leave.

**NB:** The post holder may be required by the Headteacher to carry out other duties of a similar nature. During periods of absence or annual leave of the Site Assistant, the post holder may be expected to revise their duties and take on some from the Site Assistant until their return such as site unlocking.

**NB:** The post-holder should attend Health & Safety and Safe Manual Handling courses before undertaking these duties, which should be reviewed regularly. The school Health and Safety Handbook should be referred to for further guidance.

**NB:** The post-holder should attend a Ladder Safety Awareness, Working at Height and a Tower Scaffold course before undertaking any work at high level, and always follow the School Health and Safety guidelines. No major work should be carried out internally without consultation with the Business Manager and unless the post holder has relevant and up-to-date qualifications.



**PERSON SPECIFICATION**

**JOB TITLE: Site Manager**

**South Wilts Grammar School**

	<b>Essential</b>	<b>Desirable</b>
<b>Education, Training and Qualifications</b>		
• GCSE standard English & maths	✓	
• Recognised facilities management or equivalent qualification		✓
• Health and Safety Qualifications		✓
<b>Experience</b>		
• Working in a school		✓
• Or similar work	✓	
• Some basic maintenance skills	✓	
• Operations and facilities management	✓	
• Working with contractors		✓
<b>Skills</b>		
• Ability to communicate clearly in written and spoken forms and good interpersonal skills	✓	
• Good organisational skills with an ability to plan, prioritise and meet deadlines	✓	
• Good level of IT skills, using Word, Excel and Outlook emails	✓	
• Ability to work as a member of a team	✓	
• Ability to work independently and take initiative	✓	
• Ability to work calmly under pressure and multi task	✓	
• Willing to be flexible and work outside normal working hours as required	✓	
<b>Personal Qualities</b>		
• Commitment to high standards and continuing development and improvement	✓	
• Commitment to promoting the ethos and values of the school and getting the best outcomes for all students	✓	
• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	✓	
• Commitment to maintaining confidentiality at all times	✓	
• Commitment to safeguarding and equality	✓	
• Be reasonably fit to carry out the duties of the job	✓	
• Able to carry out some manual handling and lifting	✓	
• Able to carry out work at high levels using appropriate equipment	✓	

