



Job Description – Site Manager

Job Title:	Site Manager
Reporting to:	School Business Manager and Trust Facilities Manager
Pay Scale:	Scale 5 SCP 14 - 17

Job Purpose:

To oversee the site management of the Vale of Evesham school:

- To liaise with all stakeholders to coordinate maintenance and capital projects within the school in line with agreed plans
- To work alongside the Trust Facilities Manager to write a Premises Development Plan
- To write a Premises Maintenance Schedule and Plan
- To ensure that the high standards of compliance are maintained
- To ensure appropriate training and development programmes are in place for all premises staff in school
- To demonstrate best practice in the management of school premises
- To ensure that all reports and record keeping activities are up to date
- To work alongside the Cleaning Supervisor and Head of Catering to ensure that the school site is clean and safe at all times.

Main Duties / Responsibilities:

MAINTENANCE AND MANAGEMENT OF CONTRACTORS

Develop and implement a planned repair and maintenance programme in line with the Premises Development Plan and health and safety standards:

- Initiate specifications and orders for all repairs/improvements and authorise relevant works.
- Efficient operation of heating, water, and electricity supplies and to carry out routine checks and minor repairs as necessary.
- Carry out minor works and repairs in order to improve the site and its fixtures and fittings as required and approved.
- Redecoration of the school agreed as reasonable on instruction from the Headteacher/Business Manager.
- To be responsible for the overall management of external contractors during their time at Vale of Evesham School and being the main point of contact for building and maintenance projects.

HEALTH AND SAFETY COMPLIANCE

The post holder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.

- Proactively keep up to date with current recommended Health and Safety guidance and act upon this accordingly.
- Ensure school compliance inspections, such as weekly tests and annual inspections, are conducted and the compliance records are kept up to date, including risk assessments.
- Arrange annual PAT testing of equipment.
- Ensure manufacturers and COSHH regulations are complied with in the mixing, use and storage of cleaning materials.
- Regularly checking and ensuring emergency exits are not obstructed.
- Complete training required to carry out the Fire Warden role and oversee the role and responsibilities of other designated Fire Wardens in school as required.
- Regular checks of firefighting equipment
- Inspect all areas of school for dangerous materials and remove.
- Comply with the requirements of the Health and Safety at Work Regulations.

ORGANISATION AND ADMINISTRATION

- Write the Premises Development Plan alongside the Trust Facilities Manager
- Monitor and manage stock (eg. bulbs, cleaning / hygiene materials) within an agreed budget, cataloguing resources and undertaking audits as required.
- Maintain an inventory of all machinery, equipment and /materials.
- Carry out complex administrative tasks e.g., maintaining records, information, and data, producing reports, as required.

SECURITY

To be responsible for carrying out security procedures for buildings, facilities and grounds including security patrols and inspections:

- Carry out security procedures including the opening of buildings and lock up procedures.
- Respond to alarm call outs outside normal working hours or to ensure cover by a member of staff.
- Liaise with contractors responsible for the provision of security equipment.
- Prevent unauthorised access, trespass or parking of vehicles on the premises and grounds.
- Ensure all site staff are trained in all relevant security procedures.
- Liaising with the emergency services including call outs as required.

RESOURCES

- Operate relevant equipment/ICT packages (e.g., MS Office, internet, intranet, E-mail, photography equipment)
- Maintenance of specialist equipment, check for quality/safety, undertake specialist repairs/modifications within own capabilities and arrange for other repairs/modifications to be carried out by others.
- Control and manage devolved budget in line with financial procedures.
- Maintain tidy and organised workspaces and storage areas
- Ensure health and safety guidelines are adhered to.
- Provide specialist advice and guidance as required.

MANAGEMENT

- To line manage the Caretaker and Cleaning Supervisor ensuring the effective and efficient operation of the department and that each individual is effectively deployed
- To hold regular meetings with the Caretakers / Cleaning staff to address any issues arising and to bring these to an acceptable conclusion wherever possible.
- To be responsible for the performance management and professional development of the Caretakers / Cleaning staff
- To be responsible for the recruitment and induction of new Caretakers / Cleaning staff.
- Ensure the cleaning (internal and external) in the Vale of Evesham School is performed efficiently and to a high-quality standard:
 - Ensure all cleaning duties of caretakers and cleaners are fulfilled and the Vale of Evesham School is a clean and litter-free environment.
- To have responsibility for the management including regular maintenance and upkeep of the minibus fleet ensuring services, regular inspections, MOT's etc are carried out as required.

OTHER

- All staff are responsible for the safeguarding of children in line with the School's Safeguarding (Child Protection) policy.
- To undertake such other duties and training and/or hours of work as may be reasonably required to be consistent with their general level of responsibility;
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.

Vale of Evesham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check, satisfactory references and pre-employment health screening.