

## Job Description – Site Manager

**DESCRIPTION:** Wexham Court Primary School

**POST TITLE:** Site Manager

**RESPONSIBLE TO:** Head Teacher

### 1. MAIN PURPOSE OF THE JOB

- 1.1 The management of the school site/s and grounds, including facilities for extended school activities, ensuring that they are maintained in a safe, clean and secure condition, and undertaking such tasks as may be necessary for effective site management.
- 1.2 Assisting the Head Teacher and Senior Leadership Team (SLT) in formulating the aims and objectives of the school and in establishing the relevant facilities-based policies, systems and procedures as well as the appropriate risk assessments to ensure the school site is safe and fit for purpose for all staff and pupils.
- 1.3 The co-ordination of health and safety ensuring that regulations are followed and adhered to throughout the school
- 1.4 Providing advice, training and assistance in premises-related matters including legislation and regulations.
- 1.5 The line management of any premises staff and coordinate with the cleaning contractor supervisor the management of cleaning operatives
- 1.6 Under the guidance of the schools lead finance officer monitoring relevant budgets and liaise with external contractors ensuring best value principles are followed where possible.
- 1.7 Supporting and contributing to the overall ethos, work and aims of the school.

### 2. CORE JOB FUNCTIONS: OPERATIONAL

The main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Head Teacher.

- 2.1 Shall establish and maintain good relationships with all pupils, parents, colleagues, contractors and other professionals.
- 2.2 Organise and monitor premises staff workloads and shifts, including cover for absences and delegating tasks appropriately.
- 2.3 Shall organise and monitor cleaning staff workloads in line with the terms and conditions of the externally commissioned contract
- 2.4 Shall act as a key-holder and control site keys, and routine and non-routine opening.
- 2.5 Shall be responsible for the maintenance of the school site, buildings and grounds to a high standard.
- 2.6 Shall ensure maintenance and functioning of the school's heating and utility systems and services.
- 2.7 Shall maintain an up-to-date location plan of all turn valves and switches for utilities.

- 2.8 Together with the school's finance lead officer, shall produce and implement an annual maintenance plan which identifies and schedules service contracts and long-term non-recurring, short term cyclical and preventative work.
- 2.9 Shall draw up and maintain a premises development plan, in discussion with her/his line manager, which prioritises the work required and the associated costs.
- 2.10 Shall ensure that all school buildings and grounds are cleaned to agreed standards and specifications, including the establishment of effective monitoring systems and rotas.
- 2.11 Shall arrange for the removal of graffiti, the cleaning of laundry items, contracts for refuse collection and sanitary bins.
- 2.12 Shall report on, arrange and oversee any alterations, redecoration, building and maintenance works and specialised repair work.
- 2.13 Shall personally undertake minor repairs and maintenance tasks, which are within her/his competence and identified as such, arranging for other repairs to be carried out, and organising emergency response to vandalism damage.
- 2.14 In coordination with the schools Finance Lead officer, shall arrange and maintain the required school insurances including the administration and follow-up of claims.
- 2.15 Shall order and maintain stocks of materials, equipment and protective clothing as required.
- 2.16 Shall organise and/or personally undertake the removal of snow and other obstructions from entrances, steps and access pathways, maintaining adequate stocks of salt and sand.
- 2.17 Shall ensure all deliveries to the school are correctly accepted, securely stored and distributed.
- 2.18 Working together with the school finance office, shall prepare and update a list of approved contractors for repairs, maintenance and redecoration, preparing specifications and obtaining tenders, and ensuring best value.
- 2.19 Shall be responsible for the security of the site and grounds, including liaising with other stakeholders in respect of arrangements for safeguarding in accordance with school policies and procedures.
- 2.20 Shall co-ordinate car parking facilities on the school site.
- 2.21 Shall ensure that all staff and visitors are clearly identifiable and recorded.
- 2.22 Shall report any breaches of security immediately and ensure that any resultant damage is remedied properly and promptly.
- 2.23 Shall undertake and co-ordinate various portering and administrative duties.
- 2.24 Shall investigate and implement wherever possible ecological environment friendly solutions and systems.
- 2.25 If the school is able to facilitate a lettings program, shall promote and co-ordinate lettings of school facilities to ensure that income opportunities are maximised and that required documentation is completed.
- 2.26 Shall ensure, in conjunction with the Head Teacher, that all health and safety procedures and requirements are being resourced and met, so recognising the health, safety and welfare of all premises users and visitors, including contractors.

- 2.27 Shall ensure that all required risk assessments are carried out and completed, and that action is taken where necessary.
- 2.28 Shall ensure that appropriate signs and notices are displayed.
- 2.29 Shall notify appropriate agencies of any issues and make necessary arrangements, e.g., for pest and vermin problems.
- 2.30 Shall ensure that the required documentation in respect of the reporting of incidents, including accidents, is completed.
- 2.31 Shall co-ordinate the evacuation and search of the school premises as required, liaising with the Head Teacher at all times.
- 2.32 Shall carry out timely fire and lockdown evacuation drills and feedback the outcomes.
- 2.33 Shall arrange and maintain the school's first aid rota and ensure that first aid equipment and supplies are correctly maintained and readily available.
- 2.34 Shall advise line manager of first aid staffing requirements, including the duration of the school's first aiders' certification.
- 2.35 Shall ensure that the school's procedures for the administering of medication to students are followed and that the required documentation is completed.

### **3. CORE JOB FUNCTIONS: PERSONNEL**

- 3.1 Shall ensure required safeguarding checks have been completed as per school policies and procedures before engaging contractors, informing line manager of any concerns.
- 3.2 Shall identify training needs of premises staff and organise appropriate development opportunities.
- 3.3 Shall complete appraisals for premises staff, including the setting of appropriate targets.
- 3.4 Shall maintain attendance and training records for premises.
- 3.5 Shall deal with any disciplinary issues as required in accordance with school procedures and policies and as directed by line manager.

### **4. CORE JOB FUNCTIONS: ADMINISTRATIVE & FINANCIAL**

- 4.1 Shall ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines.
- 4.2 Shall prepare information, statistics and reports as required by line manager, the Head Teacher
- 4.3 Shall undertake responsibility for administration relating to all areas within the roles remit.
- 4.4 Shall undertake responsibility to ensure that manual and computerised records and filing systems relating to all areas within remit are maintained as required.
- 4.5 Shall process, input, extract and analyse information from the school's database system/s as required.
- 4.6 Shall ensure compliance with data protection regulations.

- 4.7 Together with the school's finance office, shall maintain up-to-date records of the school's assets.
- 4.8 Shall deal with correspondence promptly and as required.
- 4.9 Shall ensure that financial procedures and activities are carried out in accordance with school policies and procedures, such as taking meter readings, placing purchase orders and monitoring expenditure.
- 4.10 Under the guidance of the school's finance lead officer, shall negotiate service contracts and effect tendering for areas of responsibility ensuring necessary checks and documentation are obtained.

## **5. GENERIC ACCOUNTABILITIES**

- 5.1 Shall work outside of normal school working hours for extended school status activities, lettings, school events, and emergencies as required.
- 5.2 Shall participate in school emergencies as required, including co-ordinating arrangements, locating students and staff, providing contact details and completing necessary documentation.
- 5.3 Shall arrange and give training sessions to staff to ensure that they are aware of associated procedures and regulations.
- 5.4 Shall attend training sessions and meetings as required as directed by line manager including
- 5.5 Shall undertake first aid training and responsibilities as required.
- 5.6 Shall seek, consider, and act upon professional support and advice as required.
- 5.7 Shall keep up to date with relevant legislation and regulations including health and safety and Control of Substances Hazardous to Health (COSHH) developments and communicate relevant information in a coordinated and holistic manner to staff.

PERSON SPECIFICATION				
Competency		Attributes – Customer Focus, Development, Relationships, Personal Effectiveness, Expertise, Communication Skills (if appropriate), Managerial (if appropriate), Health & Safety, Equalities Finance	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
<b>Qualifications &amp; Experience</b>	1.1	Appropriate qualification/s and/or significant experience in field.	Essential	A
	1.2	Evidence of premises management experience to support the day-to-day operation of an establishment	Essential	A
	1.3	Experience of working with contractors and negotiating contracts to requirements.	Essential	AI
	1.4	Experience of managing site projects and change.	Essential	AI
	1.5	Experience of managing health and safety.	Essential	AI
	1.6	Evidence of effective leadership and line-management of staff including a team.	Essential	AI
	1.7	Further or higher education qualification/s in related field/s.	Desirable	AI
	1.8	Experience of working in the building/construction industry.	Desirable	AI
	1.9	Experience of working in a school or similar establishment.	Desirable	AI
	1.10	NVQ level 2/3 or other recognised supervisory/management qualification	Desirable	AI
	1.11	NEBOSH certificate or equivalent	Desirable	AI
	1.12	City and Guilds in a trade skill (e.g., plumbing)	Desirable	AI
<b>Knowledge &amp; Skills</b>	2.1	Ability to build and form good relationships with pupils, colleagues and other professionals.	Essential	AI
	2.2	Able to lead, develop and motivate a team of staff, delegating duties as required.	Essential	I
	2.3	Ability to work constructively as part of a team, understanding school roles and responsibilities including own.	Essential	AI
	2.4	Ability to improve own practice/knowledge through self-evaluation and learning from others.	Essential	I
	2.5	Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.	Essential	AI
	2.6	Good standard of numeracy and literacy skills.	Essential	AI
	2.7	Ability to absorb and understand a wide range of information and deal with confidential issues appropriately.	Essential	AI
	2.8	Managing and monitoring a budget and providing required reports.	Essential	AI
	2.9	Ability to operate a range of IT equipment and other specialised resources.	Essential	AI
	2.10	Ability to proficiently use office computer software including word-processing, spreadsheet, database and internet systems.	Essential	AI
	2.11	Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as health and safety.	Essential	AI
	2.12	Working knowledge of establishing and reviewing development plans.	Desirable	AI
	2.13	Working knowledge of construction/building regulations.	Desirable	AI
<b>Personal Qualities</b>	3.1	Initiative and ability to prioritise one's own work.	Essential	AI

	3.2	Able to follow direction and work in collaboration with line manager and leadership team.	Essential	AI
	3.3	Able to work flexibly to meet deadlines and respond to unplanned situations.	Essential	AI
	3.4	Efficient and meticulous in organisation.	Essential	AI
	3.5	Ability to reach and bend, and to carry out some heavy lifting.	Essential	AI
	3.6	Able to work evening and weekends and attend out of hours emergencies.	Essential	AI
	3.7	Desire to enhance and develop skills and knowledge through CPD.	Essential	AI
	3.8	Commitment to the highest standards of child protection and safeguarding. Safeguarding training and qualifications are compulsory for all staff.	Essential	AI
	3.9	Recognition of the importance of personal responsibility for health and safety.	Essential	AI
	3.10	Commitment to the school's ethos, aims and its whole community.	Essential	AI
	3.11	Ability to understand written instructions and complete basic records and documentation accurately.	Essential	AI