



## JOB DESCRIPTION and PERSON SPECIFICATION

**Post Title:** Site Manager

**Reporting to:** Headteacher

**Grade:** Scale 6

### **Main Purpose of the Job**

To be responsible for all aspects of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes security, cleanliness, portorage, liaising with contracts/contractors, routine maintenance and refurbishment, minor repairs, advising the Office Manager/Headteacher on suggested improvements to the general school environment, to improve the productivity of site management and to carry out pre-planned maintenance programmes.

To support school activities/lettings outside of school hours and to act as a key holder and attend exceptional calls outside of school hours.

### **General Responsibilities**

- To undertake repairs and DIY projects
- To co-ordinate tasks as appropriate to other site staff or outside contractors, ensuring Health & Safety regulations are strictly adhered to.
- The efficient operation of the school in accordance with the Governors and LA policies and in particular those relating to Health and Safety.
- To ensure that the buildings are ready for occupation at the agreed times
- To ensure that heating, lighting, furniture, decoration and cleanliness are of the agreed standard
- To open and close buildings at agreed times during the day, and carry out daily site inspections and record keeping
- To be main key holder for school
- To ensure that buildings and school site are secured and alarms / CCTV are on at the end of the day
- To ensure that at all times the pupils and staff have a clean and safe environment in which to work
- To ensure that all buildings and school site documentation is accurate and up to date
- To liaise with other site contractors as required to ensure the cleanliness, security, health & safety and fire safety meet the required standard.

### **Specific Responsibilities**

#### **PREMISES MANAGEMENT**

- To monitor the day to day maintenance, repair and cleaning of the school
- Monitor stock levels for cleaning and maintenance materials and prepare orders for authorisation.
- To ensure there is a rolling programme of redecoration/refurbishment and ensure it is kept up to date
- To advise on ordering and supervise repairs and support the management of small maintenance contracts and improvement schemes, ensuring best value for money is received



- Where the school tenders a contract the Site Manager will support the Head Teacher in developing the specifications and be involved in the selection process
- To develop appropriate monitoring procedures to ensure that the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies
- To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate records where appropriate
- To ensure all tasks and requests are kept in an orderly system and dealt with in a timely manner.
- To co-ordinate contractors ensuring the school grounds are maintained to a high standard
- Complete general repairs such as minor plumbing repairs, minor carpentry, minor plastering and painting and decorating
- Identify any necessary repairs and maintenance promptly and efficiently
- Liaise with the schools Health and Safety representatives
- Obtain quotes for the relevant building or contractor work and liaise with Office Manager
- To carry out other duties of a similar nature from time to time as may be required by the Senior Leadership Team

#### **SECURITY**

- To be responsible for the security of the premises, liaising with the school's security provider/Police and other emergency services in this respect as necessary
- To be responsible for locking up the school and for the unlocking and locking of the school during school closure periods.
- To ensure that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly
- To check, all perimeter fences, security devices, fire appliances, CCTV systems and alarms in line with compliance arrangement
- To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results recorded
- To monitor, report and advise the Office Manager/DHT/Headteacher on all security matters
- To be aware of all out of hours activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.
- To act as main keyholder for the school on call-outs

#### **GENERAL SITE DUTIES**

- To set and monitor the school heating and hot water systems
- To take energy readings on a monthly basis
- To ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets checked daily for fresh supply of disposables etc.
- To support any enhanced cleaning/hygiene measures to support the school in infection control.
- Ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards
- To ensure the main school halls floors are kept clean and polished
- To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met.
- To manage the provision of a portering and furniture moving service as required in order that school activities can proceed and that the entrance of the school is always



- clear and welcoming
- To ensure that orders received into school are delivered to the appropriate area / person as necessary
  - To ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, air conditioning units, firefighting equipment, lightning conductors etc. and results recorded
  - To ensure light bulbs, fluorescent tubes and starter switches etc are changed as necessary and fittings and shades are cleaned regularly
  - To maintain stage and drama equipment, including stage lighting and sound systems.
  - To carry out PAT testing and keep accurate records
  - To ensure all indoor and outdoor plants are adequately watered during school closure periods
  - To undertake minor window cleaning as required
  - To collect and dispose of all waste, refuse and surplus materials
  - To clear up bodily fluids after accidents adhering to health & safety procedures
  - To carry out emergency cleaning if required
  - Ensure that all equipment and tools used are properly maintained and in good working order and maintained according to any statutory requirements.
  - Welcoming and liaising with contractors on site to ensure minimum disruption to the work of the school.
  - Attend other relevant training appropriate to the role

#### **HEALTH & SAFETY**

- To ensure that all working practices e.g. comply with current legislation
- To provide safe access to the school in the event of snow, ice or flooding
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc
- All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the School's Health & Safety Policy and Procedures
- Test fire alarms and manual call points weekly
- Complete whole school fire evacuation on a termly basis
- Liaise with other site users regarding fire drills, etc.
- Carry out regular health and safety checks relating to Legionella testing, playground equipment, emergency lighting and hazards around school. Identify any potentially unsafe practices and report findings to the Headteacher
- Maintain Health & Safety Records and Fire Record Book
- Ensure any chemicals or harmful substances are stored according to the requirements of COSHH.

#### **ADMINISTRATION**

- To place orders, via the school office, for items of housekeeping ensuring stock levels are maintained
- To order repairs and maintenance items in liaison with the Office Manager
- To maintain a log, using school's systems, of all inspections and checks carried out
- To establish and maintain a list of repairs / improvements
- To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept
- To maintain all tools and equipment in good repair
- To ensure mechanical equipment is inspected prior to each use
- To ensure power tools are inspected before use and are PAT tested as required



- To carry out regular H&S inspections and Risk Assessments
- To attend regular meetings with headship as required.

**All Children First Staff will:**

- Promote equality of opportunity
- Follow Safeguarding Guidelines and Child Protection policy/procedures
- Contribute to producing/delivering priorities in the School Improvement Plan
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal
- Promote positive attitudes and behaviour
- Contribute to the smooth day to day running of the school
- Be committed to achieving the school aims
- Work to develop the school as a successful, inclusive school
- Respond promptly to concerns from parents, staff or students
- Promote the school in the community
- Work in partnership with all colleagues including the Governing Body
- Support Codes of Professional Ethics/Safe Practice in the School Staff Handbook and the Trust Code of Conduct
- Ensure that the duties of the post are undertaken with due regard of the School's Health & Safety Policy and Child Protection Procedures and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation
- Celebrate success of pupils and staff

All schools and services in The Children First Academy Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within the Trust are expected to share this commitment.

**NOTE**

This job description should not be viewed as comprehensive description of the post. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from those in a position of responsibility to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed by the school management to reflect or anticipate changes in the job commensurate with the salary scale and job title.



<b>SITE MANAGER (Sc6) – PERSON SPECIFICATION</b>	<b>essential</b>	<b>desirable</b>
<b>Education and qualifications</b>		
Good standard of literacy and numeracy	*	
Hold recognised training/qualification associated with premises management		*
Relevant Health & Safety Qualification		*
Significant experience or skills in a trade or in an educational setting	*	
Ability to understand and apply regulations such as Health & Safety, Manual Handling, COSHH, Legionella etc	*	
<b>Knowledge and experience</b>		
Significant relevant experience of working within buildings and maintenance	*	
Previous experience of using IT systems		*
Experience in handling the various tools and equipment required for maintenance work	*	
A good knowledge and understanding of COSHH	*	
A good knowledge and understanding of Health and Safety	*	
Experience of designing and/or managing a rolling programme of maintenance		*
Experience of working in a school		*
Previous experience of supervising staff		*
Experience of managing cleaning, security and grounds maintenance services		*
<b>Skills and abilities</b>		
Ability to undertake administrative tasks	*	
Ability to undertake a range of maintenance tasks	*	
Good interpersonal and organisational skills	*	
Ability to prioritise own workloads and that of others	*	
Ability to work on own initiative and make decisions	*	
Ability to work under pressure	*	
Ability to carry out regular maintenance, health and safety, and compliance checks/logs	*	
Ability to develop good working relationships with staff, pupils, visitors and all users of the school site	*	
Good IT Skills and the ability to use Excel, Word and Outlook	*	
Willingness to work flexibly and adapt to the schools changing needs	*	
Ability to work without supervision	*	
Willingness to undertake further training as and when required	*	
Ability to undertake manual work	*	
Ability to contribute to the strategic planning and development of the school site		*
Ability to lead, manage and motivate others		*
<b>Special requirements</b>		
Trustworthy and committed to high standards	*	
Understanding the importance of confidentiality	*	
Ability to manage a complex workload, and to work independently to tight deadlines	*	
Willingness to wear protective clothing when required	*	
Availability for call-out duties (e.g. alarm response)	*	
Willingness to provide out of hours duties to assist with the facilitation of school lettings	*	
Ability to demonstrate commitment to equal opportunities	*	

***Children First Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***