

JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE:	Site Manager
CONTRACT:	37 hours per week, 52.14 weeks per annum
GRADE:	Scale 5 (£22,183 – £24,491)
RESPONSIBLE TO:	School Business Manager
RESPONSIBLE FOR:	Caretakers, Cleaning Staff and Grounds Contract

JOB PURPOSE

To maintain a clean, attractive, secure and welcoming site through a process of regular cleaning and routine and scheduled maintenance of buildings, grounds, fixtures and fittings.

JOB RESPONSIBILITIES AND TASKS

- To oversee and be responsible for the overall security of the site, its premises and contents.
- To undertake regular security surveys and make recommendations.
- To act as keyholder, attending callouts and supervising access to the site outside normal working hours.
- To ensure that the premises are opened prior to the start of the school day and secured at the end of it.
- To be responsible for the use, maintenance and secure storage of plant and equipment based at the school.
- To operate and monitor heating, plumbing and electrical systems in accordance with instructions and current safety legislation and ensure that the most cost-effective use is made of such systems.
- To monitor and order supplies of consumables and to ensure that deliveries are made in accordance with invoices.
- To oversee schedules and routine maintenance liaising with contractors and suppliers as necessary.
- To monitor standards of work undertaken by outside agencies and make routine reports to the School Business Manager.
- To undertake maintenance including plumbing, carpentry, electrical work, painting and general building work in accordance with instructions and current safety legislation.
- To undertake regular health and safety checks of buildings, grounds, fixtures and fittings including firefighting apparatus and other safety equipment in accordance with schedules.
- To take action to address Health and Safety concerns that result from checks, audits or notifications from staff.
- To develop and maintain a system for letting of grounds and buildings.

- To devise and monitor schedules for regular cleaning of buildings and grounds and assist with cleaning tasks as necessary.
- To supervise the cleaning, site and grounds maintenance staff (where applicable).
- To ensure that cleaning is undertaken to a high standard and that current legislation in respect of health and safety and the handling of hazardous substances is complied with.
- To assist the School Business Manager in the recruitment and training of site, cleaning and grounds maintenance staff.
- To devise and monitor schedules for the regular maintenance of the grounds and building surrounds, border and beds including planting and mowing and to assist with such work as necessary.
- To monitor and report on the condition of the school minibus and to arrange regular repairs, servicing and cleaning of the interior and exterior of the vehicle.
- To undertake daily and weekly checks of the vehicle in accordance with the manufacturer's recommendations.
- To keep a schedule for booking the vehicle and ensuring that it is safe and roadworthy before it is driven.
- To manage the pool, ensuring it is safe and maintained appropriately.
- To undertake risk assessments and maintain paperwork to ensure the school site remains compliant at all times.
- To ensure the safety and well being of the staff, pupils and visitors by adhering to the school Safeguarding policy and Code of Conduct at all times.
- To ensure pathways etc are safe for parents/children/staff when unlocking the school i.e clear away leaves and ice.
- Any other relevant duties as appropriate to the role.

QUALIFICATIONS, KNOWLEDGE & SKILLS REQUIRED

- Relevant qualification and/or experience/practical skills in one or more of the following areas:
 - Plumbing
 - Carpentry
 - Painting/decorating
 - Building work
- Ability to organise, lead and motivate other staff
- Organisation and communication skills
- The ability to support staff/respond to suppliers and contractors through fluent and accurately spoken English
- Knowledge of Health & Safety; Manual Handling; COSHH, Asbestos and Water Testing.
- Work constructively as part of a team, understanding school roles and responsibilities and own position within these

PRINCIPAL CONTACTS

Pupils, parents, teaching staff, admin staff, cleaners, groundsmen and contractors.