

Job Description & Person Specification

JOB TITLE	Site Manager				
RESPONSIBLE TO	School Business Manager				
SUPERVISES	Site Maintenance Officers				
GRADE	8	Hours	37	Weeks	52

JOB PURPOSE

- Maintaining clean, safe and secure premises, including the buildings and grounds
- To be responsible for long and short-term planning, implementation and high-quality delivery in relation to estates, facilities and health and safety
- To oversee the management of the school premises and monitor and quality assure all premises and grounds related contracts
- Supervising external contractors, including the cleaning service
- To take a lead role in connection with risk assessments, promoting health & safety around the school, with specific responsibilities relating to asbestos, legionella and fire
- To ensure that all security and fire safety systems are regularly maintained and tested
- Appropriate recordkeeping, reviewing and updating related policies and procedures as necessary
- To line manage the site team and the minibus driver, supporting with general maintenance, caretaking and portering
- To positively and actively engage with all aspects of school, including liaising with the external lettings company

MAIN RESPONSIBILITIES

1	<p>Oversee Maintenance and Premises Improvement Planning</p> <p>To work with the School Business Manager and the Trust Facilities Director to develop and maintain a costed medium-term planned maintenance and premises improvement plan to aid the school's budget planning</p> <p>To ensure all health and safety record keeping is up to date and records are available for inspection by external agencies, the Senior Leadership Team, Governors and the Trust.</p> <p>To manage premises-related budgets to ensure that they are used wisely and for their intended purpose. Raise any potential budget overspends with the Business Manager to enable prompt remedial action.</p> <p>To procure premises related goods and services in accordance with Best Value principles, the Academies Financial Handbook and academy financial regulations.</p>
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2	<p>Management of Health & Safety</p> <p>To co-ordinate, monitor and promote effective management of health and safety within the academy. To actively participate in identifying and addressing hazards in the workplace and taking immediate action to minimise any risk to members of staff, pupils and visitors to the school.</p> <p>To ensure all health and safety recordkeeping is up to date and records are available for inspection by external agencies, SLT, Governors and the Trust.</p> <p>To act as a key contact for external and internal audits and inspections. To address the findings in any such audits and ensure that follow-up work is completed in a timely manner.</p> <p>To undertake accident investigations and oversee subsequent actions</p> <p>Ensuring that fire alarm and firefighting equipment are routinely inspected as required. Also, developing, maintaining and testing the school's emergency evacuation procedures</p> <p>Acting as the school's nominated Fire Officer, ensuring fire safety equipment is properly maintained and evacuation procedures are in accordance with fire regulations</p> <p>Ensuring that the school's electrical systems and appliances are inspected as required and taking appropriate actions based on the results of the testing</p> <p>Managing and developing the security of the site both during and outside school opening hours</p> <p>Oversee the site team and external contractors to ensure safe working practice and quality of work</p> <p>Ensuring that the school takes reasonable steps in improving facilities for people with specific needs and disabilities</p>
3	<p>Maintenance & Cleaning</p> <p>To proactively manage the school facilities to ensure the building and its grounds are kept to a high standard. To undertake regular visual inspections to identify defects and potential hazards including internal and external areas of the school site</p> <p>To oversee the external cleaning contract, liaising with the cleaner supervisor on the operational aspects of the service</p> <p>To schedule and carry out portage duties with the site team such as moving furniture and equipment around the school site</p> <p>To carry out small repairs and small-scale DIY projects</p> <p>Carry out emergency cleaning duties, such as gritting and cleaning up spillages</p> <p>Schedule team and self to carry out daily routines and ad-hoc duties, such as litter picking and arranging the disposal of waste</p> <p>To recruit, motivate, train and direct the school's site team, driver and cleaning staff to ensure that they work efficiently and are effectively deployed</p> <p>To select and appoint new contractors as required, through competitive process, in accordance with Trust policies and procedures</p> <p>To monitor contracts, raising issues in a timely manner to ensure that issues are dealt with promptly</p>

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	To monitor the work of all contractors engaged by the school, including those providing grounds maintenance services, to ensure that they fully discharge their contractual obligations
4	Asset Management
	<p>To ensure that the school maintains accurate and adequate records of its assets, which are updated promptly for acquisitions and disposals and subject to an annual, independent check by someone who is not involved with its maintenance. Ensuring that an up-to-date copy of the school's asset register is held off-site</p> <p>To maintain the minibus, ensuring that it meets legal obligations and is ready for use at all times</p> <p>To develop and implement strategies to minimise the environmental and ecological impact of the school and its operations</p>
5	Building Projects
	<p>To lead on small to medium building projects (obtaining quotations, timetabling work around school life, etc.) and to take the lead locally for Trust directed building projects</p> <p>Prepare business case for projects, report to SLT and Governors on progress.</p>
6	Security
	<p>Maintain the security of the school premises as the main key holder</p> <p>Lock and unlock the premises as required, including occasional out of school hours when necessary</p> <p>Ensure that the team check that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off and the site is secured when it is unoccupied</p> <p>Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures</p> <p>Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned</p> <p>Advise the headteacher on all matters relating to school security and safety</p>
7	Responsibilities
	<p>Be committed to the safeguarding and promotion of the welfare of children and young people</p> <p>Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person</p> <p>Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment</p> <p>Contribute to the overall ethos/work/aims of the school</p>

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	<p>Establish constructive relationships and communication with all staff and other agencies/ professionals</p> <p>Recognise own strengths and areas of expertise and use these to advise and support others</p> <p>Participate in training and other learning activities and performance development as required</p> <p>Ensure that cleaning staff carry out their duties professionally and effectively</p>
	<p>To identify and fulfil personal development needs to ensure that the job holder keeps abreast of best practices in facilities management for potential deployment within the school in liaison with the Business Manager</p>
	<p>Notwithstanding the detail in this job description the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job.</p>

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Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Relevant Health and Safety qualifications, such as NEBOSH, IOSH • Relevant trade or professional qualifications
Experience	<ul style="list-style-type: none"> • Building maintenance • Security, including alarm systems • Health and Safety • Maintenance and repairs • Caretaking • Working in a team • Managing a team of staff • Working with contractors • Record-keeping
Knowledge	<ul style="list-style-type: none"> • Good knowledge of health and safety regulations • Awareness of legionella, asbestos and fire safety
Skills	<ul style="list-style-type: none"> • Ability to plan, organise and prioritise • Basic DIY skills • Good level of IT skills • Ability to work flexibly, independently and as part of a team • Line management
Personal qualities	<ul style="list-style-type: none"> • Good level of physical fitness • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining appropriate confidentiality • Commitment to safeguarding and equality • Embraces change well • Deals with difficult situations effectively • Able to work flexibly and out of school hours as required

Notes:

This job description may be amended at any time in consultation with the postholder.

Add any other notes of relevance to the role/this document.

Last review date: [date when this document was last reviewed]

Next review date: [date when this document will next be reviewed]

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Headteacher/line manager's signature: _____