



JOB DESCRIPTION

TITLE: Site Manager
SCHOOL: Broadbent Fold Primary School and Nursery
RESPONSIBLE TO: Headteacher/SBM
GRADE: D SCP 7-10 £24,294 - £25,545 p.a. Full Time 36 hours per week, all year

Purpose of Post: To be responsible for the School's site management service through effective provision and maintenance of the school buildings, premises and resources including cleaning staff and external contractors in order to maintain a healthy and safe environment for pupils, staff and other users of the School's premises.

Security of Premises – contributing to school security

1. To ensure that the buildings and site are secured (including windows and gates) and alarms (security and fire) are set and working before leaving the premises.
2. To ensure all premises are vacated before securing.
3. To attend the building outside of normal working hours in the event of an emergency call-out e.g. intruders, fire, floods, etc and to take appropriate action in the event of a call-out.
4. To be aware of all letting's arrangements and events on the school calendar outside the normal school day.
5. To test security systems at specified intervals and maintain a log of outcomes.
6. To monitor contractors on site and complete and sign permit to work.

Supervision & Cleaning

1. To oversee and undertake repairs and maintenance.
2. To manage cleaning staff within the school overseeing duties, motivation and development to ensure cleaning duties are performed to high standards.
3. Prioritise workloads where necessary using initiative.
4. To clean all designated areas following appropriate procedures.
5. To use and maintain all cleaning equipment, reporting any faults appropriately.
6. To ensure correct cleaning equipment, chemicals and materials are used in specific areas to prevent cross contamination.
7. To clean any spillages (may include bodily fluids).
8. To ensure drains and gullies are tidy and litter free.
9. To ensure fascia's and soffits are kept clean and secure.
10. To remove snow/ice from entrances and fire exits and ensure all footpaths are gritted when necessary and remain ice free.
11. To collect litter and remove to bin area.

Health & Safety

1. Provide a safe and clean environment, both indoors and out, for pupils, staff and visitors in accordance with health and safety requirements.

2. To carry out regular fire safety checks as outlined in the Fire Safety Log and keep accurate records.
3. To carry out routine legionella testing.
4. To keep up to date with current Health & Safety regulations and undertake any relevant training.
5. To ensure cleaning staff are trained and up to date with the current Health & Safety regulations.
6. Demonstrate and assist others in safe and effective use of equipment and materials in accordance with health and safety requirements.
7. To undertake safety audits of the premises and assist with relevant risk assessments as required.
8. To be pro-active and promote and encourage safe working practices for pupils, staff and visitors in accordance with appropriate risk management and health and safety legislation in order to minimise and mitigate potential hazards and risk.
9. Ensure that equipment is in safe working condition, reporting any faulty equipment and other maintenance requirements to SBM.

Buildings and Site Development

1. To carry out regular site inspections and identify and record any repair and maintenance requirements.
2. To carry out minor repairs of a DIY nature (which do not require specialist knowledge).
3. Liaise with and direct contractors to repair or undertake maintenance jobs and inspect their work, ensuring compliance with specified standards and health and safety requirements.
4. To liaise with the Headteacher/SBM to support premises-related school improvements.
5. To liaise with contractors to obtain estimates for work and submit to Headteacher and SBM.
6. Prepare classrooms/hall, meeting rooms and other site areas, including resources, both in and out of school hours for use by pupils, staff and the community.
7. Oversee and undertake the organisation and movement of furniture and resources within the building.
8. Advise colleagues on site management issues as necessary.
9. To manage the effective use of heating and lighting systems to ensure optimum sustainability within an eco-friendly environment.
10. To monitor meters – gas, electric and water.
11. To work with grounds maintenance contractors in ensuring all grounds are kept clean and tidy and to maintain a regular overview to ensure all grounds are well presented.
12. To carry out such duties which reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

Administration

1. Be responsible for maintaining records, information and data as required.
2. To be responsible for the cleaning materials budget, including monitoring income and expenditure, in liaison with the SBM.
3. To ensure records are kept up to date and delivery notes are checked and submitted to the SBM.
4. Ensure maintenance log is checked and up to do date.
5. Monitor and manage stock (e.g. bulbs, cleaning / hygiene materials) within an agreed budget, cataloguing resources and undertaking audits as required
6. Maintain an inventory of all machinery, equipment and /materials
7. Carry out complex administrative tasks e.g. maintaining records, information and data, producing
8. reports as required
9. Ensure cleaning supplies and stocks are stored in a lockable area and used economically.
10. Take delivery of school resources and store them appropriately.

Management

1. To line manage the Cleaning staff ensuring the effective and efficient operation of the school and that each individual is effectively deployed and in the event of staff absence make any essential adjustments to maintain adequate cover throughout the school
2. To hold regular weekly team meetings with the Cleaning staff in order to address any issues arising and to bring these to an acceptable conclusion wherever possible
3. To be responsible for the induction of new Cleaning staff
4. Ensure cleaning staff receive appropriate training
5. Responsible for staff morale, welfare and good conduct in line with the ethos of the school

Resources

1. Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, E-mail, CCTV equipment)
2. 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
3. Manage devolved budget in line with financial procedures
4. Maintain tidy and organised work spaces and storage areas
5. Ensure health and safety guidelines are adhered to
6. Provide specialist advice and guidance as required

Porterage – General lifting and carrying duties

To be available for general lifting and carrying duties, including movement of furniture in accordance with needs of staff within reason throughout the building and to complete these in a safe manner, with regard to own health & safety.

Person Specification Site Manager:**Personal requirements of successful post holder**

Criteria	Category	Method of assessment
Effective communication skills, both written and oral	E	A/I
Health & Safety qualifications	D	A/I
Commitment to the protection/safeguarding of children and young people	E	A/I
Ability to undertake minor repairs and maintenance (which do not require specialist knowledge)	E	A/I
Understanding of Health & Safety issues, procedures and policies (including Legionella, Asbestos, COSHH, Fire Safety, etc.)	D	A/I
Experience of record keeping (cleaning materials, maintenance schedules, Health & Safety records)	D	A/I
Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post	E	A/I
Knowledge and experience of cleaning, including the use of electrical cleaning machines	D	A/I
Knowledge and experience of the security of premises	D	A/I
Knowledge of heating, plumbing, alarm and electrical systems	D	A/I
Knowledge and experience of supervising cleaning staff	D	A/I
Ability to liaise with contractors, agencies and other bodies	E	A/I
Ability to assess risk and record this	E	A/I
Ability to work flexibly to meet the needs of the School, including some evening/weekend work	E	A/I
Experience of working in a school environment	D	A/I
To be a nominated key holder for the site and to respond to emergency callouts as necessary	E	A/I
To be prepared to go on Specialist Training	E	A/I
Ability to organise and prioritise own workload	E	A/I
Trustworthiness	E	A/I
Reliability	E	A/I
A commitment to Equal Opportunities and the ability to put it into practice	E	A/I

For information:

Category

E An essential requirement without which the candidate would be unable to carry out the duties of the post.

D Desirable features which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience, etc.

Method of Assessment

A To be assessed by information provided on the application form

I To be assessed at interview