



## **Westcountry Schools Trust Job Description**

**Job Title:** Site Manager

**Current Location:** Across the Trust (based at Sherford Vale School and Nursery currently)

**Pay Scale:** Devon Grade D

**Hours:** 30 hours - Monday to Friday 52-week contract

**Reports to:** **Headteacher and Office Manager**

### **Job Purpose**

The Site Manager supports the effective operation of the trust and works to uphold and promote its vision and values.

To undertake caretaking at Sherford Vale School and Nursery and across other schools in the Trust, undertaking maintenance tasks both reactive and planned. Undertake inspections of school premises and resolve any findings. Undertake security lockdown and opening of school premises. Embrace a positive Health and Safety culture.

### **Main duties:**

1. At all times demonstrate and uphold WeST's core values, ensuring that behaviour, actions and decisions align with the principles that guide our work.
2. Primary responsible person for day to day maintenance as directed across schools by the Trust.
3. Security of premises and their contents; the post holder must be available for emergency call outs.
4. Opening / closing, setting up for and after lettings, including any second clean. Ensuring that hirers comply with the Conditions of Hire.
5. Delivery of compliance contracts and in-house provision and maintaining of records

6. Compliance with the Environmental Protection Act by continuous clearance of litter, both inside and outside school buildings.
7. General portering.
8. Emergency cleaning including the unblocking of drains, toilets, etc.
9. Continuous inspection of school premises for damage and vandalism, making good immediately any defects and reporting to the Head Teacher.
10. Line management of identified cleaning staff including annual appraisals and performance
11. General handyman duties, to include decorating.
12. Issue and control of consumables.
13. Promoting the image of schools within the Trust.

The post holder must be able to travel between sites within a planned schedule and at short-notice.

#### **Duties and responsibilities    Security of premises**

1. Lock/unlock doors, gates and windows at the start and end of the day and/or as required.
2. Carry out a daily visual inspection of the building for damage and break-ins.
3. Liaise with the Headteacher and in his/her absence the Police/Fire Brigade in cases of break-ins and fires etc.
4. Switch on/off intruder alarms, internal lights and external lights as necessary.
5. Make rooms and premises temporarily secure after break-ins or vandalism. Report incidents to the Headteacher.
6. Check operation of all alarms, fire extinguishers (visual check), emergency lighting and fire hoses etc on a regular basis and record these checks.
7. Maintain a high level of security in areas which IT or other expensive resources are kept.
8. Check and make safe gas, water and electric isolators after damage or break-ins.

#### **Maintenance**

1. To monitor all contractors personnel on sites, accompanying them on/off sites as necessary. Ensure that work is satisfactorily completed.
2. Identify and report any repairs, maintenance and replacement that require rectification.
3. Initiate orders for repair.
4. Liaise with staff from other departments and outside contractors.
5. Carry out basic maintenance work.

6. To ensure that arrangements for maintenance and minor repairs are affected as quickly as possible.
7. To install, maintain or repair items as appropriate to the fabric of the building, for example (subject to the capabilities of the postholder):
  - a. Plumbing (e.g. leaking taps)
  - b. Joinery
  - c. Painting and decorating
  - d. Plastering small areas
  - e. Reglazing at ground level
  - f. Electrical (to make safe broken fittings etc)
  - g. Gas (to make safe leaks – isolate supply at the earliest opportunity).
8. To report emergencies in the case of faults with gas, electric and water supply to the Headteacher.
9. Check and replace faulty lights, tubes, bulbs, diffusers and starters on a regular basis. Fit or change electrical plugs if competent. Clean light fittings and test their operation weekly.
10. Check fuses and replace with manufacturers recommended fuse. Checking fuse boards where a circuit has been broken. Note: electrical repairs should only be carried out with the relevant training - repairs to fuse boards are to be carried out by a qualified electrician only.
11. To ensure heating plant and equipment is effectively operated, make adjustments as necessary and report defects and malfunctions to the Headteacher.

### **Cleaning tasks**

1. Ensure that caretaking equipment is clean, safe to use, and correctly stored.
2. Carry out basic maintenance of caretaking equipment in accordance with the manufacturer's instructions. Report faults to the Office Manager.
3. Transport refuse to bin/skip areas from agreed collection points. Dispose of waste materials in a safe, hygienic manner ensuring that it is available for collection as required.
4. To undertake emergency cleaning and other occasional cleaning as specified during normal hours after ill children, floods, or other incidents, or additional cleaning in toilet areas.
5. Mop up and remove spillages, floods, vomit, waste and other substances requiring removal in line with agreed procedures.
6. To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, kitchen grease traps etc.

7. Carry out an inspection after staff/contractors have completed their tasks, reporting any problems to the Office Manager, or bring room(s) up to the required standard.
8. Keep internal parts of sites litter free and carry out a daily inspection for graffiti.
9. Where necessary,
  - a. Clean and tidy all yards, paths, gullies and drains on a regular basis.
  - b. Empty external litter bins.
  - c. Carry out a daily check for external graffiti.
  - d. Remove all litter and leaves from hard/soft ground areas related to sites.
  - e. Carry out basic groundsmanship duties when assistance or cover is required.
10. Clear snow off main paths, steps and ramps to facilitate safe access of pupils and staff to premises. Grit as necessary.
11. To clean internal windows subject to safe working practices.

### **General duties**

1. To impart special skills and knowledge to colleagues as appropriate.
2. To undertake portage tasks as required including setting up and clearing away furniture and the distribution of goods delivered to the school.
3. Set out and put away furniture and equipment for functions, lettings and meetings.
4. Arrange temporary signs in car parks and buildings as necessary.

### **Administration**

1. Ensure compliance with health and safety requirements at all times in order to maintain a safe and healthy environment for all site users.
2. In consultation with the Office Manager, order and collect goods required for the efficient completion of any caretaking or maintenance job. Ensuring the proper and efficient use of fuel, materials and equipment provided to carry out the role.
3. In consultation with the Office Manager to monitor stock levels of items such as grit, toiletries, light bulbs/tubes and cleaning materials and inform the Office Manager when stock needs replenishing.
4. Accompany finance staff when required with the internal transfer of cash or to pay cash into the bank/post office.

### **Other**

1. To undertake staff training as necessary, including safeguarding.
2. To maintain site equipment when required.

3. To understand and observe the policies and procedures of the schools in the Trust.
4. To carry out any other duties as directed by the Headteacher or Office Manager.
5. Act in such a way that at all times the health and wellbeing of children and vulnerable adults is safeguarded.
6. To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
7. Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
8. To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.
9. To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity
10. Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
11. To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

*This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.*

#### PERSON SPECIFICATION

| Category           | Requirements                                                                                                | Essential/<br>Desirable | Method of<br>Assessment <sup>1</sup> |
|--------------------|-------------------------------------------------------------------------------------------------------------|-------------------------|--------------------------------------|
| Education/Training | Level of education equivalent to 5 passes at GCSEs (level 9-4/A-C) NVQ2 or demonstrable relevant experience | Essential               | A , I                                |
|                    | Trade qualification relevant to the role                                                                    | Desirable               | A, I                                 |
|                    | Undertaken training including, Legionella awareness, Asbestos awareness, IOSH                               | Desirable               | A, I                                 |
|                    | Legionella awareness, Asbestos awareness, IOSH                                                              | Essential               | A, I                                 |

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<sup>1</sup> Key for Method of Assessment:  
A – Application I – Interview

|            |                                                                                        |           |      |
|------------|----------------------------------------------------------------------------------------|-----------|------|
| Experience | Working knowledge of COSHH                                                             | Essential | A, I |
|            | Able to demonstrate good practical knowledge and experience in trade works             | Essential | A, I |
|            | Awareness of Health and Safety at work                                                 | Essential | A, I |
|            | Experience of legionella, fire regs/safety                                             | Desirable | A, I |
|            | Experience of moving and handling practices                                            | Desirable |      |
|            | Demonstrable Experience of managing/supervising staff                                  | Essential | A, I |
|            | Previous experience of being the primary responsible person for day to day maintenance | Essential | A, I |
|            | Ability to work effectively using own initiative                                       | Essential | A, I |
|            |                                                                                        | Essential | A, I |

|                  |                                                                                               |           |      |
|------------------|-----------------------------------------------------------------------------------------------|-----------|------|
| Skills/Abilities | Ability to demonstrate good leadership/supervision skills                                     | Essential | A, I |
|                  | A team based approach to work                                                                 | Essential | A, I |
|                  | Able to communicate to communicate effectively with staff, children, contractors, and parents | Essential | A, I |
|                  | Ability to self-motivate with the willingness to learn and adapt                              | Essential | A, I |

|                      |                                                                                                                                                                                                                                                         |                                   |                         |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-------------------------|
|                      | <p>Commitment to work flexibly to meet the business requirements</p> <p>A methodical approach to problem solving</p>                                                                                                                                    | <p>Essential</p> <p>Desirable</p> | <p>A, I</p> <p>A, I</p> |
| Further requirements | <p>Able to display an awareness, understanding and commitment to the protection and safeguarding of children and venerable adults</p> <p>Due to the nature of the role, the ability and willingness to work at and travel to different Trust sites*</p> | <p>Essential</p> <p>Essential</p> | <p>A, I</p> <p>A, I</p> |

| Method of Assessment<br>The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed. | Essential or Desirable | Application Form | Interview (or other selection activity) |
|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------|-----------------------------------------|
| <b>VALUES-BASED BEHAVIOURS - It is important to us that your values align with ours:</b>                                                           |                        |                  |                                         |
| <b>Compassion:</b>                                                                                                                                 |                        |                  |                                         |
| Recognising need in others and acting with positive intention to promote well-being and improve outcomes                                           | X                      |                  | X                                       |
| <b>Aspiration:</b>                                                                                                                                 |                        |                  |                                         |
| Works to high expectations, modelling the delivery of high-quality outcomes                                                                        | X                      |                  | X                                       |
| Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence                      | X                      |                  | X                                       |
| <b>Integrity:</b>                                                                                                                                  |                        |                  |                                         |
| Acting always in the interests of children and young people,                                                                                       | X                      |                  | X                                       |
| Acting with a consistent and uncompromising adherence to strong moral and ethical principles                                                       | X                      |                  | X                                       |

|                                                                                                                                               |   |  |   |
|-----------------------------------------------------------------------------------------------------------------------------------------------|---|--|---|
| Communicating with transparency and respect, creating a working environment based on trust and honesty                                        | X |  | X |
| <b>Collaboration:</b>                                                                                                                         |   |  |   |
| Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others | X |  | X |

\*with mileage payable from the identified main workbase