



Job description	Site Manager
Scale	Grade 5
Hours	37, 52 weeks per year
Responsible to	Headteacher

Job Purpose

The post holder will have a proactive, comprehensive role in ensuring the school buildings, facilities, site services and lettings programmes are maintained and operated to specific standards under the direction of the Headteacher.

Supervision

- Supervision of cleaning staff.
- Allocation and prioritisation of workloads.
- Development and training.

Security

- Ensure that practices and procedures defined for the total security and safe use of school premises are complied with.
- Take a pro-active role in identifying and implementing improvements to site security.
- Be on call in the event of emergencies.

Premises Management

- Ensure routine building and site maintenance work is undertaken as required.
- Daily site work to check for Health and Safety/safeguarding issues
- Assist with planning and organisation of school refurbishment programmes.
- Liaise with school staff and contractors required.
- Ensure all plant and equipment is maintained to the required standard.
- Ensure all outside services are maintained, including drains and hard areas.
- Monitor the standards of cleaning and grounds maintenance and report problems to line manager.
- Actively promote the use of the school facilities, liaise with customers and ensure all lettings arrangements are adhered to.
- Contribute towards the school Health and Safety policies, ensuring they are implemented and closely monitored.
- Ensure all Health and Safety checks are undertaken and recorded.
- Ensure that energy and conservation policy and procedures are complied with.
- Monitor the maintenance budget

Responsibilities

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Work under the direction of the Head Teacher and the school Office Manager
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies/professionals
- Share expertise and skills with others
- Participate in training and other learning activities and performance development as required

Signature of Manager: _____ **Date:** / /

Signature of post holder: _____ **Date:** / /



Person Specification – Site Manager

	Essential
Qualifications	<ul style="list-style-type: none"> • NVQ Level 3 or equivalent in relevant discipline • Good literacy and numeracy skills
Knowledge & Experience	<ul style="list-style-type: none"> • Knowledge and understanding of relevant policies/codes of practice – Health and Safety • Ability to use a range of tools and equipment ensuring safe handling and storage • Demonstrable experience of planning and managing building projects and premises improvements.
Skills / Abilities	<ul style="list-style-type: none"> • Ability to communicate clearly at all levels with internal and external personnel, contractors and suppliers. • Plan and manage own and cleaning staff workload • Ability to undertake main duties and responsibilities with limited access to School Business Manager
Personal Qualities	<ul style="list-style-type: none"> • Highly motivated with high expectations, a positive attitude and a good sense of humour • Excellent self-management skills including the ability to plan and organise one’s time effectively • The ability and willingness to work in partnership with other members of the School team • A high level of personal integrity and flexible approach to responsibilities. • An approachable professional who responds well to and offers constructive advice • Ability to relate well to children and adults • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these