

The Westgate School

Job Description – Site Manager

Responsible to:	Reporting Headteacher
Main purpose of the job	
To ensure that the premises are safe, well maintained and meet the needs of the school and all other users.	
Main job functions. The post holder will effectively:	
Manage all aspects of the school site and the site team.	
Principal Duties and Responsibilities	
<ol style="list-style-type: none"> 1. The provision of effective and efficient management of the school site and site team, to provide a clean, healthy and safe environment for users of the premises, grounds and equipment. 2. The management of all premises related contracts and services including the reporting and budget management ensuring best value at all times. 3. To ensure compliance with relevant legal and statutory health & safety matters within the work undertaken by the site team. 	
Key Tasks / Management	
<ol style="list-style-type: none"> 1. To line manage the site team. 2. To identify that the site team have the relevant training/skills required to complete their jobs to the appropriate skill level and safety standards. 3. To work closely with the running of the School's lettings programme, to ensure that the needs of the hirers are consistently met. 	
Site & Premises (can be delegated to the site team where appropriate)	
<ol style="list-style-type: none"> 1. To organise and manage a programme of routine maintenance, re-decoration and servicing ensuring that the school's financial procedures and tender requirements are observed. To ensure that all emergency maintenance is carried out promptly engaging trade skills/contractors when necessary. 2. To work closely with the Site Team to ensure a comprehensive premises register and schedule of all works completed, to cover: buildings, grounds, security, electrical, mechanical/plant, water/drainage, etc. 3. To be responsible for the correct maintenance and operation of the lifts and automatic doors around the site, including liaison with the relevant contractors to ensure that the lifts/doors are working effectively to meet the needs of all our students, staff and others. 4. To be responsible for the effectiveness of and maintenance of all heating and service installations, including the timings of the heating system for academy and hirers use. Take measures to improve the efficiency and reduce the running costs of the energy operations as part of an on-going carbon reduction commitment. 5. To ensure that all teaching areas are in good order and furnished to minimum requirements and that furniture and equipment is available as required for examinations, assemblies and after school meetings. 6. To ensure that all rubbish and unwanted/redundant items are disposed of in accordance with current legislation and good environmental practice. 7. To act as the point of contact for on-site contractors and to liaise where necessary with Surveyors and other Consultants. 	

<ol style="list-style-type: none"> To be responsible for liaison with all appropriate authorities regarding rating, sanitation, water, electricity, gas, planning, building regulations, and environmental health. To open and lock up the site as and when necessary.
Security
<ol style="list-style-type: none"> To act as an emergency out-of-hours contact with key holder responsibilities and organise call out rota amongst the site team to meet the schools needs or engage trade skills/contractors when necessary. To ensure the effective operation of fire and burglar alarms and to liaise with relevant contractors. To manage the school's access control system. To contact and liaise with police and alarm company in the event of any unauthorised entry/security risk. To maintain an accurate and complete record of all security-related incidents. To be responsible for the overall security arrangements of the premises including ensuring that staff are aware of the procedures on security and the use of alarm systems, that periodic reviews of site security are conducted and that appropriate progress action is followed through. Management of the key register, including allocation and retrieval of keys from staff, an annual review of the key register and any other associated tasks.
Health & Safety
<ol style="list-style-type: none"> To carry out a Health & Safety Audit with our external provider on a quarterly basis. Any issues that arise must be solved as soon as possible. To be aware of and comply with policies and procedures relating to child protection, Health and Safety, security and confidentiality, reporting all concerns to an appropriate person. To ensure that all aspects of health and safety within the scope of the site team are managed according to current legislation and policy. To monitor the site, including contracted works being undertaken, ensuring that the Health & Safety regulations are adhered to and to establish safe working practices. To be responsible for maintaining fire safety in line with fire safety regulations, including ensuring that all escape routes are kept clear at all times. To be the main point of contact within the academy for the maintenance, operation and upkeep of the fire alarm system. Carry out regular safety inspections of all site buildings, plant & equipment. To ensure that all site staff are trained to use equipment, machinery and cleaning materials in an appropriate manner and that accidents at work are reported in line with school procedures. To undertake any reasonable activity in regard to Health and Safety for example but not exclusively legionella testing and emergency lighting testing.
Other Tasks
<ol style="list-style-type: none"> To ensure that all minibus-user licencing requirements are met, including the organisation of tests, checking of licences, keeping of records. To liaise, where necessary, with external agencies to ensure that the school meets its minimum statutory requirements. To ensure the efficient receipt, storage and distribution of incoming goods and deliveries To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. National legislation (Health and Safety, Data Protection/GDPR). To be responsible for the condition of the site's fences and gateways and to take action to repair, maintain and improve the perimeters.
Confidentiality
<p>During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Westgate School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.</p>

Data Protection
During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984/GDPR.
Safeguarding Children
<p>In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled "Keeping Children Safe in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the school.</p> <p>You are also required to know and comply with the DfE document 'Guidance for Safer Working Practice for working with Children and Young People'. You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times.</p>
Freedom of Information
The post holder must be aware that any information held by the School, in theory, could be requested by the public, including emails and minutes of meetings. It is, therefore, essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.
No Smoking / Intoxicants Policy
No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by The Westgate School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.