

St Mary's Island CEV Primary School with Nursery

Site Manager Job Description and Person Specification

Salary: Grade C points 12-19 (£28598 - £32061)

Hours: 37 hours per week carried out as part of a shift pattern with the assistant site manager
52 weeks contract

Accountable to: Headteacher

Position Overview:

To undertake a range of site management duties to the agreed quality standards, including security, daily cleaning, portering and maintenance of school sites and premises thereby ensuring a safe working environment and inspirational learning environment where all take pride in the site. This is a full time, all year-round position. That will include a daily shift pattern covering the premises between 6am and 6pm with the assistant site manager. Flexibility with these hours may be required, to accommodate any school event.

Main Duties:

1. Monitor and operate within the school maintenance budget as allocated by the governing body of the school; to support and advise the responsible person setting the maintenance budget and delivering the maintenance plan
2. Assist with the determination of medium- & long-term strategies for building maintenance and site development
3. Administration and coordination of building related matters of maintenance, repair and servicing.
4. Effective supervision and directive advice to the cleaning staff & any members of the wider site team, to quality assure cleaning and to maintain records of timesheets, rotas, attendance records as required
5. Liaison with contractors, obtaining quotations and supervision of contractors on site, ensuring compliance with H&S regulations and quality control of the work carried out
6. Undertake regular inspections of the site, buildings and plant, recording necessary repairs, obtaining estimates and contacting contractors. Updating the H&S compliance database daily.
7. Record all deliveries and maintain the required information in the log books/stock cards, ensure adequate supplies are maintained to meet the needs of the establishment and the cleaning staff
8. Support the review and implementation of H&S policies and procedures within the establishment
9. To work with school staff to develop an inspirational and fit for purpose learning environment.
10. To develop opportunities for children to engage in site development and wider school life.
11. Ensuring security of the premises together with its contents. Attending to the intruder alarms where applicable.

12. Key holder responsibility.
13. Attending to the heating & lighting of the premises and ensuring that the required temperatures are maintained.
14. Ensure that the boiler plant equipment, heater cabinets, are cleaned and maintained and faults reported
15. Attend to the heating of the premises at weekends during the approved winter period when necessary and required.
16. Cleaning of designated areas in the establishment (and maintenance of high standards in these areas), removing graffiti from internal & external surfaces, if necessary. Supervising and working with the cleaners to ensure all areas are clean and maintained.
17. Ensure that all exterior hard surfaces including artificial/turfed areas are kept clean, including emptying litter baskets, cleaning of drains & gulleys, salting and de-icing of hard surface areas, clearing snow to allow access to the premises.
18. Carrying out portage duties as and when required.
19. Available and attend to the requirements of the hirers of the premises for the purpose of evening and weekend lettings, if required.
20. In cases of emergency outside the working week e.g. intruders, fire, floods, etc., to attend for such as required.

General Duties

1. Be a positive influence on the climate and culture of the school and be a positive example at all times
2. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc. reporting all concerns to your line manager.
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the school by engaging as an active member of the team.
5. Attend and participate in relevant meetings as required.
6. Participate in training and other learning activities and performance development as required
7. Recognise own strengths and areas of expertise and use these to advise and support others.
8. Be a flexible and supportive member of the team.
9. To perform any other task under the reasonable direction of your Line Manager.

Skills & Experience Required

The following requirements will be assessed through either the Application Form (AF), during the Interview (I) or as part of an Assessment (AST).

	Essential	Desirable
Qualifications		
IOSH qualification	AF/I	
A good standard of secondary education to GCSE level or equivalent (Literacy and Numeracy Level 2/ Grade C or equivalent)	AF	
Full Driving License		AF
NVQ Qualification / Health and Safety qualification in Caretaking / Cleaning		AF
Experience		
Minimum of 2 years experience in an appropriate role.	AF/I	
Experience of a supervisory role	AF/I	
Premises security and the ability to make secure emergency repairs.	AF/AST	
Operational knowledge of Risk Assessment and Method Statements	AF/AST	
Previous supervisory cleaning experience, basic cleaning methods and the use of equipment.	AF/I	
Maintenance of heating systems.	AF/I	
Teamwork and staff supervision	AF/I	
Behaviours		
Excellent communicator	I/AST	
Professional and approachable	I	
Ability to problem-solve as part of a team or working alone	I/AST	
Confident at following through on tasks and problem solving	I	
Proactive	I	
Demonstrates resilience	I	
Can work collaboratively with others and develop good working relationships	AF/I	
Skills		
Basic maintenance skills – painting and decorating, gardening, joinery, DIY	AF/I	
Motivational Skills	I	
Ability to work on own initiative and within a team	I	
High degree of attention of detail	AST	
Ability to prioritise and multitask whilst managing stakeholder expectations	AST	
Good level of IT skills including outlook and MS office	AF/I	
Attributes		
Demonstrate an understanding of the school's vision and values and how they will/do align themselves	I	

Committed to own continuing professional development	AF	
Committed to putting children's safety and education first	I/AST	
Other		
Willingness to undertake training and train other employees as directed.	AF/I	
To understand stakeholder needs and provide a high standard of customer service.	AF/I	
A commitment to abide by and promote the school's equal opportunities, health and safety and child protection policies	I	