

Robert May's School

Job Title: Site Manager

Hours: 37 hours per week, all year round

Working hours: Monday – Friday 8am - 4pm.

Some flexibility in hours will be required (evening/weekend working) in line with operational needs, to cover absence and to support the Site team with evening events.

Main Job Purpose

- To be responsible for the security, safety, maintenance and facilities services of the school. To provide at all times a safe, efficient and effective learning and working environment for students and staff.
- To supervise and organise, on a daily basis, the members of the site team to ensure the site is fully able to support educational provision.
- Be responsible for Site department health and safety as well as promoting health and safety throughout the school, to support department managers in establishing and maintaining a safe, healthy environment, consistent with legislative requirements and good practice.

Key Objectives and Responsibilities

Site Supervision & Management

- Operational line management of the Site team. Ensuring continual coverage within specific times during both term time and school holidays (which may include occasional evening / weekend working), covering shifts and responsibilities of the Site team in line with operational needs.
- Carrying out performance management and ensuring that staff receive appropriate and adequate training. Ensuring effective and efficient deployment of staff and maintenance of department training records.
- Leading regular team meetings, toolbox talks and 1:1 support for the Site team.
- Operating and co-ordinating shift patterns as necessary to cover site supervision/locking/unlocking duties.
- Be responsible for the Site team Event Planner and organisation of manual tasks required in connection with the setting up, and moving of, equipment for school functions, ensuring that appropriate manual handling training is provided to all relevant staff.
- To ensure compliance by all Site staff of policies and procedures relating to health and safety, child protection and confidentiality.



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- To deputise in the role of Fire Safety Coordinator in the absence of the Estates Manager.

Health & Safety

- To ensure implementation of the school's health and safety policy as it relates to the premises; this will include the identification and removal of hazards, the regular inspection of equipment used by Site staff or others to ensure it is in safe working order, and undertaking where required regular Health and Safety inspections and risk assessments.
- To coordinate the timely completion and effective recording of health and safety checks, inspections and services carried out by the Site team. To take responsibility for the implementation and management of premises management software. Where required, and within own capability, advise on relevant health and safety issues.
- To complete / review risk assessments, audits and surveys relating to site operations, producing resultant action plans and ensuring the timely completion and recording of remedial actions. To provide and review a comprehensive and up to date procedures manual for the Site team, to ensure the consistent and effective response to incidents i.e. power failure.
- To assist the Estate Manager with scheduling the completion of actions and recommendations from external audits, assessments or surveys. To be aware of the recommendation of the school's Estate Strategy and the Long Term Maintenance Plan and work with the Estates Manager to achieve the successful completion of these recommendations /actions.
- To carry out COSHH Assessment on products relating to site operations and maintain safe and secure systems for the storage, use and disposal of substances and materials around the school site. To overview Whole School COSHH assessments and provide assistance to ensure departments complete their assessments.
- To ensure that the school complies with the practical advice and guidance of the HSE ACOP L8, through routine on-site and external contractor testing and service visits, and the recording and rectification of any remedial actions.
- As a main key holder, to be responsible for the security of the school premises and ensuring arrangements are in place to respond to out of hours emergencies and call outs; to ensure adequate cover for any periods of staff absence.
- To monitor alarm systems and fire safety equipment and take appropriate action, working with contractors to rectify any issues.

Planned & Reactive Maintenance

- To proactively organise and carry out various planned and reactive maintenance duties, and minor decoration and improvement works to ensure that the general



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upkeep and maintenance of the premises is to the highest standard, as agreed with the Estates Manager or Director of Finances and Operations.

- Use the on-line systems to track maintenance requests, actioning and updating requests from staff and providing feedback. To carry out minor repairs or arrange for them to be completed by outside contractors.
- To be responsible for identifying maintenance requirements, through awareness of daily operations and by undertaking regular and thorough recorded site inspections of the premises and grounds to assess for minor work or repairs to be carried out.
- To maintain property related documents and records for compliance purposes using on-line management systems to track, update and record site repairs and compliance records.
- To support the Estates Manager with the supervision and performance monitoring of contractors including cleaning and grounds maintenance contracts, liaise with external contractors and other relevant persons on the school site for repair and maintenance purposes and, where appropriate, monitor and record the safety of their working practices and/or quality of work, having regard to the school environment.
- To operate and maintain heating plant and light systems and undertake monitoring of fuel and water usage.
- To work with the Community Lettings Officer ensuring that a quality service is provided to hirers of school premises.
- Manage the servicing, refuelling and MOTs of the school minibuses, and effectively communicate the availability of minibuses to the School Office team who oversee minibus bookings. Maintain the register of eligible drivers in line with all statutory requirements.
- Site maintenance activities will require some outdoors work in adverse weather conditions, including the provision of safe access to school buildings when snow or ice problems occur.
- Carrying out any other duties which may reasonably be required by the Estates Manager, Headteacher, Director of Finances and Operations, or other members of the Senior Leadership Team



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