

# Site Manager (Primary)

## JOB DESCRIPTION

<b>Job Title:</b>	Site Manager
<b>Salary:</b>	SCP 8-12 - £26,824 - £28,598
<b>Hours of work:</b>	37 hours a week all year round
<b>Reporting to:</b>	Office Manager/Principal
<p><b>Job Purpose:</b></p> <p>The Site Manager is responsible, through the Office Manager and Principal, for a wide range of duties and responsibilities connected with the school site, ensuring maintenance, cleanliness and accessibility to the site.</p> <p>The Site Manager will be work effectively and efficiently to ensure the site is fully compliant with Health and Safety, statutory reporting and the Trust's minimum requirements.</p>	
<b>Key Duties Responsibilities and Tasks</b>	
<ul style="list-style-type: none"> <li>● The efficient operation of the school site in accordance with the MACs policies, the individual site policies, and in particular those relating to Health and Safety at Work Legislation, including undertaking and recording regulatory checks required.</li> <li>● Ensuring the site is compliant in all areas, responding to remedial works, completing post inspection actions plans in all key areas identified but not limited to fire, asbestos, legionella and health and safety.</li> <li>● Ensuring the buildings are ready for occupation at agreed times             <ul style="list-style-type: none"> <li>a. Heating, lighting, furniture and cleanliness are of the standard agreed;</li> <li>b. Access is available as agreed;</li> <li>c. To open and close buildings at agreed times during the day, initial inspection of site for vandalism or items requiring building maintenance and items hazardous to children, including litter;</li> <li>d. Manage lettings procedure liaising with the office, Principal and Governors;</li> <li>e. Site security during the day and night in liaison with security monitoring services;</li> </ul> </li> <li>● Identifying necessary repairs and maintenance, and ensuring that all necessary repairs are carried out promptly and efficiently, reporting problems to the Principal:             <ul style="list-style-type: none"> <li>a. Emergency action to minimise the effects from burst pipes, vandalism or fire damage, prior to repair or remedial work being undertaken by specialist agencies;</li> <li>b. Liaise with the school's health and safety representative and also the MAC Estates Manager;</li> <li>c. Ordering and replacement of fittings and supplies as required (including low level lighting tubes and light bulbs) and the maintenance of appropriate records;</li> <li>d. Termly visual checks of electrical appliances;</li> <li>e. Carry out repair/improvements where qualified to decorations, furniture, fabric and fittings where appropriate;</li> <li>f. The removal of graffiti (excluding that requiring removal by specialists);</li> <li>g. Ensuring that fire alarms and fir fighting equipment is always ready for use and the maintenance of records of the servicing of fir fighting equipment;</li> <li>h. Inspection and checking of blockages in gutters sink waste traps, toilet cleanliness, the cleaning of areas affected by body emissions which occur during normal school hours;</li> <li>i. Manage maintenance / small repairs budget in line with agreed school procedures.</li> </ul> </li> </ul>	

- Monitoring the work of contractors to ensure that work carried out is to the standard expected. Taking the necessary action if work is not completed satisfactorily. Advising the Principal of any anomalies that arise:
  - a. Discuss and identify with the Principal minor building and decorating to be done;
  - b. Liaise with all agencies on particular requirements relating to the building;
  - c. Carry out liaison with contractors prior to work commencing and during the period of contract;
  - d. Ensure that contractors confirm to health and safety standards to protect themselves and other site users;
  - e. Advise the Office Manager/Principal when work has been completed satisfactorily so that invoices may be passed for payment;
  - f. Supervise / manage the whole process (liaise with building inspectors, quotes, governors)
- Maintaining a safe, pleasant and litter free environment as far as is practicable:
  - a. Emptying external waste bins and collecting litter;
  - b. Snow clearance to main routes of access / egress as far as is reasonably practicable and salt / grit treatment of icy paths. Ordering of adequate supplies of grit and salt to ensure the school remains open;
  - c. Maintenance of grounds, wooden fences, weeds around building and walls, help maintain planters, trees, hedges, flowers and school ponds;
  - d. Grass cutting, maintenance of machinery and plant used for grounds maintenance (as required)
- Take delivery of post and orders, distributing and storing as appropriate.
- Moving large items of furniture etc as required with due regard for Health and Safety and Lifting and Handling regulations.
- Comply with instructions and requirements if the school is allocated as a Polling Station.
- The monitoring of water and electricity consumption. Care and operation of the heating plant including reporting any defects. The general cleanliness and maintenance of the boiler house ensuring health and safety compliance.

#### **Line Management**

- To act as the day-to-day line manager for all cleaning staff. Setting duties and monitoring performance of cleaning staff to ensure high standards of cleaning are maintained throughout the school:
  - Involvement in the recruitment and selection of cleaning staff;
  - Certification and submission of timesheets and related matters for cleaning staff;
  - Working within an allocated budget for the purchasing of cleaning materials and equipment, also the purchase of toilet rolls, soap and paper towels etc;
  - Training staff in the use of the electrical equipment (HASAW) cleaning equipment (COSHH) and cleaning procedures to undertake all tasks;
  - Undertake cleaning duties in the event of unexpected and/or short-term absence

#### **Security and Associated Duties**

- Ensuring that buildings and site are secured and alarms are on as appropriate at the end of sessions:
  - a. Windows and doors locked
  - b. Parts of the building not in use in the evenings are secured at the end of the session, gates and access points are secured between the end of lettings and sessions as agreed with the Principal.

- Regularly checking the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed.
- Liaising as necessary with the emergency services, including calling out of emergency services as required.
- Reporting acts of vandalism to the Principal and/or Police as necessary.
- Courier duties as required by the Principal, including taking cash to be banked as required
- Performing security duties at the school gate before/after School.

### **General Requirements**

#### **All Academy staff are expected to:**

- Such other duties as may be appropriate to achieve the objectives of the post and to assist the school / Trust in the fulfilment of its objectives commensurate with the post holders salary grade including the use of new technology as required, including;
  - a. The receipt and portorage of light goods or materials;
  - b. Setting out and clearing furniture for assembly and other functions as required;
  - c. Portorage and distribution of school milk and snacks and disposal of empty cartons from classrooms;
  - d. Transport of school meals as required
  - e. Removal of internal rubbish, cardboard boxes, large amounts of paper and recycling etc.;
  - f. Ensuring that other site users are following school policy, maintain a safe environment for children and staff.

#### **Sickness/Annual Leave Cover**

- Co-operate with other schools within the MAC to ensure emergency cover in the event of sickness or other absences including holiday leave.
- Holidays to be taken during school holidays, subject to the approval of the Principal/ Estates Manager.

#### **Other Requirements**

- Undertake training and professional development as appropriate and take an active part in identifying needs and sourcing training.
- Commensurate with the level of the post holder undertake such other tasks that may be required to further the efficiency of the Trust.
- Ensure that all duties are performed in accordance within policies and guidelines.
- To work within and encourage the Trust Equal Opportunities Policies.
- Work towards and support the Trust and School's visions and objectives.
- Support and contribute to the safeguarding of students.
- Work within the Trust health and safety policy to ensure a safe working environment for all.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Be fully supportive of the Catholic ethos.

### PERSON SPECIFICATION

	Essential	Desirable
<b>Experience</b>	<p>Considerable DIY experience at the level of minor maintenance.</p> <p>Experience of dealing with variety of stakeholders in person, by email, and on the telephone</p> <p>Working with chemicals and cleaning machinery / equipment</p> <p>Able to use electrical and mechanical equipment</p>	<p>Experience of working in a school or other site management role</p> <p>Experience of overseeing other works i.e. contractors, cleaners etc. and of undertaking responsibility for the care and maintenance of premises.</p>
<b>Qualifications/ Training</b>	<p>English and Maths at GCSE</p> <p>Driving licence and use of own car</p> <p>Basic computer literacy</p> <p>COSHH</p> <p>Manual Lifting</p>	<p>IOSH Health and Safety training</p> <p>Basic training in one or more of the following; plumbing, general and ground maintenance, electrical/building maintenance, heating systems, decorating (or sound experience of same).</p> <p>An understanding of databases (or willingness to learn)</p> <p>Recognised First Aid qualification</p> <p>Mini bus driving qualification</p>
<b>Personal and Professional Qualities</b>	<p>Knowledge, understanding and ability to apply regulations, such as health &amp; safety, manual handling, COSHH etc</p> <p>The ability to understand and operate electrical/mechanical systems.</p>	<p>Knowledge, understanding and ability to apply regulations, such as health &amp; safety, manual handling, COSHH etc</p> <p>The ability to understand and operate electrical/mechanical systems.</p> <p>Knowledge of fire safety</p>

	<p>Knowledge of fire safety</p> <p>Knowledge of safe systems of work</p> <p>Competence in basic building repairs and maintenance.</p> <p>Knowledge of DIY rules and regulations.</p> <p>Excellent communication skills, both verbal and written</p> <p>Ability to work under pressure and remain calm in difficult situations</p> <p>Ability to plan own workload and be aware of other colleagues' priorities</p> <p>Highly motivated, and able to analyse and problem solve</p> <p>Presentable appearance</p> <p>Courteous and polite</p>	<p>Knowledge of safe systems of work</p> <p>Competence in basic building repairs and maintenance.</p> <p>Knowledge of DIY rules and regulations.</p> <p>Excellent communication skills, both verbal and written</p> <p>Ability to work under pressure and remain calm in difficult situations</p> <p>Ability to plan own workload and be aware of other colleagues' priorities</p> <p>Highly motivated, and able to analyse and problem solve</p> <p>Presentable appearance</p> <p>Courteous and polite</p>
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