



## Site Manager Job Description and Person Specification

**Job title:** Site Manager

**Reports to:** School Business Manager & Head Teacher

**Scale/FTE:** Salary Scale: BR7 - BR 9, Hours: 36 hours per week, 52 weeks per year

### Job Description

#### Key Responsibilities

1. To contribute to the smooth running of the school by effective management and organisation of all matters and personnel related to the school premises and site.
2. To ensure the site and premises provide a clean, safe and secure environment for pupils, staff and other stakeholders in school.
3. To demonstrate collaborative working practices with other teams across the school and with contractors/external services.
4. To be responsible for the property and asset management of the school.
5. Liaising daily with the School Business Manager on caretaking and site management issues.
6. To ensure the security of the school premises

#### General duties

- Understand and operate relevant equipment and ICT software.
- Maintain specialist equipment, undertake specialist repairs and modifications within own capabilities and arrange for other repairs and modifications to be carried out by other staff members and external parties.
- Maintain tidy and organised work spaces and storage areas.
- Ensure health and safety guidelines are adhered to at all times.
- Provide specialist advice and guidance as required.
- Establish effective working relationships with colleagues and set a good example for pupils through a high level of professionalism.
- Participate in any performance-related appraisal arrangements made by the school.
- Set the priorities for maintenance and repairs.
- Manage access to the premises and maintain security.
- Supervise the cleaning of the premises where necessary.
- Plan site use and development.
- Champion health and safety around the school, and supervise external contractors.

- Manage site staff including cleaners and external agency staff.

### **Organisation**

- Fulfil wider professional responsibilities by:
  - Making a positive contribution to the wider life and ethos of the school.
  - Developing effective professional relationships with colleagues, and knowing how and when to draw on advice and specialist support.
  - Deploying staff effectively.
  - Taking responsibility for improving site maintenance through appropriate professional development, responding to advice and feedback from colleagues.
- Be responsible for the school premises by:
  - Attending to all matters relating to the alarm system and key holder information.
  - Opening and closing the school each day.
  - Disarming and re-arming the alarm system.
  - In partnership with all other members of staff, maintaining the security of the school site by being vigilant.
  - Responding to emergencies out of school hours.
  - Making other members of staff aware when external agency staff are on the premises.
- Manage contractors on the school premises by:
  - Arranging for minor repairs and works to be carried out by contractors in consultation with the SBM / headteacher.
  - Acting as a liaison officer with contractors and the school or external agencies as appropriate, regarding access to the premises and whilst they are on site.
  - Monitoring the progress of the work and assisting the SBM in ensuring that work is carried out to the required standard, as appropriate.
  - Liaising with and ensuring that contractors work within health and safety legislation ensuring safety of all individuals using the school premises.
  - Reporting any issues and concerns to the headteacher.
  - Verifying all contractors have the necessary certification as required to carry out their allocated work.
  - Verifying all contractors have suitable DBS clearance.

### **Management**

- Line manage the site staff, planning and work allocation.
- Manage the contract cleaning staff ensuring that they perform to the standard laid down in the cleaning specification. Liaise with the cleaning supervisor / area manager to report on issues and failure to meet the required standards.
- Hold regular team meetings with the caretakers and cleaning staff in order to address any issues arising and to bring these to an acceptable conclusion wherever possible.
- Be responsible for the performance management and professional development of the site staff.
- Be responsible for the recruitment and induction of new site staff.
- Control and manage the allocated budget in line with financial procedures.

## **Health and safety**

- Lead the school in ensuring Health and Safety compliance and implementation of the Health and Safety Policy.
- Carry out regular health and safety checks in line with the Health and Safety Policy.
- Ensure that all members of staff are aware of the emergency procedures, as well as their roles and responsibilities during an emergency.
- Ensure that all work carried out by cleaning staff is carried out with due regard to the Health and Safety Policy.
- In conjunction with the SBM, regularly carry out a risk assessment of the site and keep appropriate records.
- Ensure that all escape routes and potentially hazardous areas are kept free from obstruction.
- Ensure that inflammable materials for use around the site are safely stored and advice is given on the storage of combustible materials.
- Ensure that dangerous substances and equipment are used and stored safely, in accordance with COSHH regulations.
- Inform the headteacher of any changes that are required to the COSHH inventory.
- Check and maintain equipment within the school.
- Organise the removal of rubbish from the site as and when necessary.
- Organise the gritting of the premises in icy weather in line with the Health and Safety Policy.
- Ensure appropriate legionella checks are carried out and recorded.
- Keep the asbestos register up-to-date and ensure that all contractors sign the register.
- Monitor and maintain the schools Health and Safety Policy and procedures as they relate to the building, facilities, cleaning and grounds by ensuring:
  - Fire alarms are tested in line with guidelines.
  - There is appropriate assistance in all fire safety evacuation procedures and tests.
  - An emergency evacuation practice is carried out and appropriate records are kept.
- Equipment used by caretaking and cleaning staff is validated and in safe working condition.
- Risk Assessments and COSHH Assessments are up-to-date, and staff are trained in their use.
- Maintain, review and update Risk Register
- Ensure all statutory checks are completed within established timescales and advise on recommended actions.
- Records are kept of regular checks and service calls on equipment.

## **Additional duties**

- Carry out annual audits of the school premises.
- Carry out additional tasks as reasonably expected under the direction of the Headteacher / School Business Manager.

## **Person Specification**

### **Knowledge and Experience**

- Knowledge and experience of Health & Safety in the workplace such as COSHH, Manual Handling, Fire Safety, Working at Height, Asbestos Management.
- Experience of working in site and building maintenance.
- Knowledge of regulations relating to buildings and premises maintenance and associated works.
- Experience of working as part of a team.

### **Skills and Abilities**

- Ability to communicate with a wide range of people.
- Conversant with IT and a competent user of word processing, email, spreadsheets and applications.
- Ability to inspect, monitor and review sites and buildings, identifying and prioritising required works.
- Good knowledge of DIY and general maintenance.
- Effective personal organisational and good time management skills.
- Ability to work as both part of a team and as a lone worker within set boundaries.
- Ability to work under pressure.
- A high level of personal professionalism and confidentiality.

### **Personal Attributes**

- To be self-motivated and committed to working in a school environment.
- To be a clear communicator
- Ability to work independently and collaboratively as a member of a team.
- Reliability, confidentiality and integrity.
- Ability to promote the positive image of the school.
- Good health and attendance record.
- A positive and flexible attitude to work.
- Willingness to undertake further training/development opportunities