

Job Description and Person Specification

Role	Site Manager
Grade and Range:	Grade 4, Points 8 to 14
Department:	Premises
Accountable to:	Headteacher
Date last reviewed:	September 2022

Position Overview

To undertake a range of site management duties to the agreed quality standards, including security, cleaning, portage and maintenance of school sites and premises thereby ensuring a safe working environment and inspirational learning environment where all take pride in the site.

Main Duties

- 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
- Assist with the determination of medium & long term strategies for building maintenance and site development
- Administration and coordination of building related matters of maintenance, repair and servicing.
- 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
- 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
- Undertake regular inspections of the site, buildings and plant, recording necessary repairs, obtaining estimates and contacting contractors
- 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
- Support the review and implementation of H&S policies and procedures within the establishment
- Engagement with the Trust on key expectations and activities in relation to site management – including the Trust Site Manager network.
- To work with school staff to develop an inspirational and fit for purpose learning environment.
- To develop opportunities for children to engage in site development and wider school life.
- Ensuring security of the premises together with its contents. Attending to the intruder alarms where applicable. Boarding up and making the buildings secure following acts of vandalism.

- Key holder responsibility.
- Attending to the heating & lighting of the premises and ensuring that the required temperatures are maintained.
- Ensure that the boiler plant equipment, heater cabinets, are cleaned and maintained and faults reported.
- Attend to the heating of the premises at weekends during the approved winter period when necessary and required.
- Cleaning of designated areas in the establishment (and maintenance of high standards in these areas) including overhead kitchen canopies, removing graffiti from internal & external surfaces.
- 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 during the winter months and moving of snow to ensure access to the premises.
- Carrying out portorage duties as and when required.
- Available and attend to the requirements of the hirers of the premises for the purpose of evening and weekend lettings.
- In cases of emergency outside the working week e.g. intruders, fire, floods, etc., to attend for such as required.

General Duties

- Be a positive influence on the climate and culture of the Flying High Partnership and be a positive example at all times.
- 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.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall aims of the Flying High Partnership by engaging as an active member of the Central Team.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Be a flexible and supportive member of the team.
- To perform any other task under the reasonable direction of your Line Manager which could include assisting in other areas of the Central Team and schools.

Skills and 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		
Literacy and numeracy – Level 2/GCSE Grade C or equivalent	AF	
Full Driving Licence	AF/AST	
NVQ Qualification / Health and Safety qualification in Caretaking/Cleaning		AF/I
Experience		
Minimum of 2 years experience in an appropriate role. This period should include time in a supervisory role.	AF/I	
Previous contract cleaning experience, basic cleaning methods and the use of equipment.	AF/I	
Premises security and the ability to make secure emergency repairs	AF/I	
The use of floor maintenance machines and industrial vacuum cleaners	AF/I	
Maintenance of heating systems	AF/I	
Teamwork and staff supervision	AF/I	
Behaviours		
Excellent communicator	I	
Professional and approachable	I	
Ability to problem-solve as part of a team or working alone	I	
Confident at following through on tasks and problem solving	I	
Proactive	I	
Positive attitude	I	
Demonstrates resilience	I	
Can work collaboratively with others and develop good working relationships	I	
Skills		
Handiwork and basic maintenance skills – painting and decorating, gardening, joinery, DIY etc.	I	
Motivational skills	I	
Ability to work on own initiative and within a team.	AF/I	
Ability to prioritise and multi task whilst managing stakeholder expectations	I	
High degree of attention to detail	AST	
Good level of IT skills including Outlook and MS Office	AF/I	

Attributes		
Demonstrate an understanding of the Flying High Partnership vision and values and how they will/do align themselves	I	
Committed to own continuing professional development		AF/I
Committed to putting children's education first	I	
Other		
Willingness to undertake training and train other employees as directed.	AF/I	
To understand customer needs and provide a high standard of customer service.	AF/I	
Ability to travel to all Trust sites if required		I