

Site Manager for Whitehall Park School – Job Description & Person Specification



Reports to: Head of School and Operations Manager

Hours: 5 hours per day 07:00 to 12:30 with a 30 minute unpaid break

Salary: Scale 5 to Scale 6 (Points 12 to 21)

Job Description

Purpose of the Job:

- Ensure that pupils have equality of access to opportunities to learn and develop, and that (working with SLT) community access and use of the site and buildings meets requirements of the Equality Act 2010 and related best practice
- To ensure the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards and that heating systems operate at optimum efficiency.
- To liaise with contractors on all aspects of access and all works
- To support use of the site, buildings and related resources by the community

General Duties:

- Ensure general upkeep and maintenance of the premises is satisfactory to the school's standard
- Organise and carry out any minor improvement/decoration/building/gardening projects
- Daily/weekly compliance testing (water monitoring, fire alarm testing)
- Maintain a high level of customer service
- Identify defects and record repair and maintenance requirements: This requires a proactive approach – identify problems and deal with them, sometimes things may crop up that are not in your direct job description, but if you can help, then this is the approach the school is looking for.
- Undertake appropriate repairs as necessary
- Keep records (logs) of repairs and maintenance
- Ensure that the school site is secure and well-maintained.
- Open up and lock up the school site. Ensure that locking and unlocking procedures, including the operation of the alarm system, are followed.
- Manage authorised access and departure including outside school hours.
- Support staff in setting up communal spaces for lunch, assemblies, concerts etc.

Cleaning

- Collect and assemble waste for collection
- Undertake cleaning duties as and when necessary (for instance: ensuring the playground is free of debris, graffiti removal, picking up litter, supporting the health and safety requirements especially when children are unwell etc)
- Undertake specialist cleaning tasks

Safety and Security Duties

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection (UK GDPR / Data Protection Act 2018); and report all concerns to an appropriate person
- Ensure the safety and security of the school, its pupils, staff and visitors.

- Be fully committed to the School's safeguarding policies and procedures, undertaking regular staff training and reporting concerns as appropriate in accordance with local authority guidelines.
- Monitor the school gates in the morning and when required.

Organisational Responsibilities

- Maintain confidentiality with regard to all school activities and interests
- Demonstrate & assist in the safe & effective use of specialist equipment/materials
- Attend all appropriate meetings e.g. Site & buildings or Health & Safety Committee, as instructed by Head
- Portering duties e.g. delivering mail, moving furniture and equipment
- Direct/supervise cleaning and/or site staff and ensure cleaning is in accordance with specification

Other General Responsibilities

- Ensure compliance of all health & safety policies & procedures
- Establish constructive relationships and communication with contractors and other agencies/professionals as needed
- Accompany the Governor responsible for Health & Safety on a tour of the site and buildings at regular intervals throughout the year.
- Undertake other related duties as the Headteacher may reasonably require.

Person Specification

Essential	Desirable
<p>Experience:</p> <ul style="list-style-type: none"> ● Experience in a similar site management role, preferably in a school environment ● Experience of DIY 	<p>Experience:</p> <ul style="list-style-type: none"> ● Experience of building and maintenance projects, preferably in a school environment. ● Have knowledge of C.O.S.H.H ● Experience working for a multi academy trust
<p>Qualifications:</p> <ul style="list-style-type: none"> ● Willingness and ability to undergo any qualifications needed for the role 	<p>Qualifications:</p> <ul style="list-style-type: none"> ● First Aid Certificate ● Accredited Health and Safety Training ●
<p>Skills and Competencies:</p> <ul style="list-style-type: none"> ● Have strong oral and written communication skills ● Willingness to undertake induction training ● Willingness to participate in ongoing training relating to the role ● Willingness to gain first aid certificate (if applicable) ● Knowledge and use of moving and handling procedures including for heavy objects ● Ability to work as part of a team. ● Ability to work in accordance with the school's health and safety policies and standard safe working practice for premises staff ● Ability to work to deadlines ● Ability to work on own initiative ● Ability to undertake general building maintenance ● Ability to demonstrate a practical approach to problem solving ● Ability to communicate well with adults and students ● Ability to respond calmly to emergencies 	<p>Skills and Competencies:</p> <ul style="list-style-type: none"> ● Ability to use digital systems/apps for logging maintenance requests and compliance checks.
<p>Other:</p> <ul style="list-style-type: none"> ● Enhanced DBS clearance ● Commitment to safeguarding and promoting the welfare of children. ● Professional and positive outlook 	<p>Other:</p> <ul style="list-style-type: none"> ● Ability and desire to work with, lead and develop others

This post requires a DBS check as there may be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.