

# Site Manager Job Description

## Core Purpose

To be responsible for all aspects of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes security, cleanliness, portorage, monitoring of contractors, routine maintenance and refurbishment, minor repairs, advising the Head Teacher on suggested improvements to the general school environment and to carry out pre-planned maintenance works. High quality site management support function for the school, its staff and operations on a day-to-day-basis.

## Responsibilities

### General

- To ensure that the management and maintenance of the school buildings and environment are effectively undertaken.
- To be responsible for the effective implementation of the daily housekeeping and health & safety routines of the site.
- To ensure a clean, tidy and well maintained school environment ensuring that the site is maintained to a high standard.
- To monitor the performance of the cleaning contractor / cleaning staff and liaise with cleaning company owner to ensure a clean, tidy and well maintained school environment.
- Work with appropriate outside contractors ensuring health & safety regulations are strictly adhered to.
- To attend regular meetings with Head Teacher / Shared Services / Governors as required.
- The undertaking of ad-hoc tasks, within the normal remit of this job description, or other reasonable duties commensurate with the grading, overall function and level of responsibility of the post and as dictated by the needs of the school.

### Premises Management

- To monitor the day-to-day maintenance, repair and cleaning of the school.
- To undertake minor reactive and pro-active and pre-planned repairs, maintenance and DIY projects to the buildings' fabric, services, furniture and fixtures & fittings.
- To advise on a rolling programme of redecoration / refurbishment.
- To order and supervise repairs and act as Clerk of Works for small maintenance contracts and improvement schemes, including appropriate involvement in obtaining quotes and arranging / monitoring work undertaken whilst ensuring best value for money is achieved.

- To assist the Shared Services / Head Teacher to prepare documentation for tenders or specifications for small to medium school-led projects.
- In conjunction with the Shared Services / Head Teacher to monitor the day-to-day maintenance and repair budget and the cleaning materials budget
- To monitor procedures to ensure that the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies.
- To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate manual records, where appropriate, and also on the school's designated software programme.
- To monitor work requests on the premises ensuring that day to day maintenance tasks and requests for minor works are undertaken as expediently as possible and actions recorded in a timely manner.
- To liaise with / instruct / supervise the grounds maintenance contractor ensuring the school grounds are maintained to a high standard.
- To ensure that the premises team works efficiently and effectively so that the site is maintained to a high standard
- To ensure personal continuing professional development and training is undertaken as appropriate to the Site Manager role as and when required.

### **General Site Duties**

- To ensure the school is kept clean and tidy to a high standard and is conducive to learning e.g. litter picking, collection and disposal of refuse and recycling, disinfecting bins, ensuring toilets are checked daily for fresh supply of disposables.
- The carrying out of ad-hoc / emergency and planned cleaning duties as required, including ensuring the continued tidiness of the buildings, the grounds and immediate environs, and ensuring that all trade waste, refuse and surplus materials is collected and properly distributed to collection points.
- To carry out regular, periodic deep cleaning to designated areas of the schools including furniture and equipment as required.
- To clear up bodily fluids after accidents adhering to health & safety procedures.
- To monitor that the main school hall floors are kept clean and polished, cleaning and maintaining when necessary.
- To undertake minor window and gutter cleaning as required.
- To ensure that all tools cleaning equipment and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and health & safety regulations are met.
- To ensure all hard surface areas and paths are clear of litter, leaves, mud and snow and ensure all gullies and drains are free flowing.
- To ensure that all external steps are clearly edged.
- To ensure all indoor and outdoor plants are adequately watered during school closure periods and specific flower beds / pots / planters are maintained.
- To provide a general portorage and furniture / equipment / materials moving service as required, in connection with the activities of the school, in order that those activities can proceed effectively and that the entrance of the schools are always clear and welcoming.

- To ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards.
- To ensure that orders, goods and deliveries received into school are signed for and efficiently distributed / delivered to the appropriate area / person as necessary.
- To ensure that routine / regular maintenance service checks and statutory compliance checks on all serviceable equipment, building fabric and installations are carried out e.g. boilers, air conditioning units, fire-fighting equipment / appliances, fire alarms, fire call points, emergency lighting, water hygiene, asbestos management etc. and results recorded in accordance with the standards and frequencies set by the Trust and by legislation.
- To set and monitor the school heating, lighting and hot water systems at adequate and appropriate levels.
- To ensure light bulbs, fluorescent tubes and starter switches etc. are changed as necessary and fittings, diffusers, covers and shades are cleaned regularly.
- To maintain any specialist school equipment stage / drama equipment, stage lighting, CDT machinery etc.
- To monitor and report IT issues as necessary in relation to whiteboards, computers and projectors and to carry out minor maintenance as necessary i.e. changing projector bulbs and monthly cleaning of projector filters.
- To record energy and utilities readings and monitor consumption on a monthly basis.

## Health & Safety

- Ensure that all duties / working practices are to be carried out in accordance with all current health & safety legislation, relevant nationally and locally agreed Codes of Practice / Guidance Documents and the School's / Trust's Health & Safety Policy & Procedures.
- To ensure that all working practices in fulfilling the duties in this job description comply with current health and safety legislation policies and procedures including Safeguarding.
- To provide and maintain safe access to the school in the event of snow, ice or flooding.
- To have knowledge of the location of all water and gas stop cocks and mains electricity distribution boards etc.
- To carry out passive health & safety monitoring within the school, actioning deficiencies where possible / appropriate and reporting any remaining deficiencies to the appropriate school staff.
- To carry out regular, formal health & safety inspections and risk assessments on his / her own and in conjunction with the School Leadership Team / Governance sub-committee members.
- To maintain all CoSHH records and ensure appropriate CoSHH Assessments are in place.
- To facilitate PAT testing and keep an accurate register of portable electrical appliances.

- To ensure that fire call points, fire alarms and emergency lighting are tested and results recorded in accordance with the standards and frequencies set by the School / Trust.
- Regularly inspect playground equipment and report on its safety / suitability.

## Security

- To ensure the overall physical day-to-day security of the school premises including working with the Security company who are responsible for regular opening of the buildings in the morning, locking of the buildings in the evening (during term-time and during school closure periods) and similar ad-hoc opening /closing of the building as and when required eg during holiday periods
- To ensure that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off
- To maintain the general physical security of the estate by way of regular and ad-hoc security patrols including the regular checking of all perimeter fences.
- Ensure that all security devices, CCTV systems, intruder alarms, etc. are tested and results recorded in accordance with the standards and frequencies set by the School / Trust.
- Attendance, acting in the capacity of a primary keyholder, to emergency call-outs outside normal working hours and to liaise with the Local Authority, Police and other emergency services in this respect as necessary.
- To monitor, report, advise on and action appropriately, all security matters and any shortcomings in security provision.
- To be aware of all out-of-hours activities at the school and arrange for site access, opening, closing and heating buildings and the availability of equipment as necessary for the smooth operation of school functions, outside lettings and contractor activities.
- Act as a designated duty-holder in the context of both the Schools Critical Incident & Business Continuity Plan and Lockdown Procedures.

## Administration

- To assist with and contribute to the compilation, maintenance and updating of schools inventories, asset records audit processes.
- To maintain a record / log of all inspections and checks carried out.
- To place orders, via the school office, for items relating to cleaning housekeeping ensuring stock levels are maintained.
- To establish and maintain a prioritised list of repairs / improvements.
- To order repair and maintenance items in liaison with the Head Teacher / Shared Services
- To assist the Head Teacher / Shared Services with obtaining tenders and quotes.
- To establish and maintain an auditable register of all tools and equipment, their state of repair and storage location/s.
- To maintain all tools and equipment in good repair and arrange for the training of members of the Premises Team on their safe use

- To ensure mechanical equipment, access equipment and ladders are properly inspected prior to each use.
- To ensure power tools are inspected before use and are PAT tested as required.
- To report the absence of team members to the Headteacher.

### **Other Requirements**

- Participates in training and performance management as required
- Up-to-date Enhanced DBS Disclosure

The duties above are neither exclusive or exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the role.

# Site Manager Person Specification

Skills and Abilities	Essential	Desirable	Indicate if assessed at application or interview stage
<b>Qualifications</b>			
Ideally hold a recognised qualification associated with premises management.	✓		Application
Recent CPD and / or update-training in health & safety related to a premises management role.	✓		Application
Good levels of Literacy and Numeracy	✓		Application & Interview
Practical handyman skills necessary to undertake general building maintenance, minor repairs and portering duties	✓		Application & Interview
Qualified driver with clean license	✓		Application & Interview
Qualifications in painting and decorating and/or plumbing Landscaping qualification		✓	Application & Interview
<b>Experience</b>			
Experience of working in a site management role, ideally in a primary school or other educational setting.	✓		Application & Interview
Risk Assessment experience / qualification.	✓		Application & Interview
Significant experience or skills in a trade.	✓		Application & Interview
Staff supervisory and / or management experience.	✓		Application, Interview and Reference
<b>Knowledge Skills and Personal Attributes</b>			
The ability to understand and apply regulations such as health & safety, manual handling, CoSHH, Legionella, asbestos etc.	✓		Interview

The ability to operate and understand mechanical / electrical systems.	✓		Application & Interview
Competent at basic / general building repairs and maintenance.	✓		Interview
Ability to use small industrial, electrical and mechanical equipment.	✓		Interview
Ability to perform the physical tasks required by the post including lifting, carrying and operating various items of equipment to undertake the duties of the post.	✓		Interview
Good communication, numeracy literacy and ICT skills.	✓		Application & Interview
Sound planning, and negotiating skills.	✓		Interview
Ability to gather information, analyse data and problem-solve.	✓		Interview
Ability to manage own time effectively and demonstrate initiative including establishing priorities.	✓		Interview
Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests.	✓		Interview
Display a conscientious, logical approach to the variety of tasks required for the smooth running of the school.	✓		Interview
Ability to manage people directly and indirectly.	✓		Interview
Ability to adapt flexibly to changing and conflicting demands.	✓		Interview
Ability to work as part of a team or individually as required.	✓		Interview
Ability to demonstrate an understanding of children.	✓		Interview
Ability to contribute to the life of the school.	✓		Interview
Ability to adhere to the school's policies and procedures, most importantly the equal opportunities policy, child protection policy and all health & safety related policies.	✓		Interview

Ability to comply with health & safety regulations to ensure that all duties are carried out safely.	✓		Interview
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All staff are expected to understand and be committed and to contribute to Trust's commitment to Equal Opportunities for all.