



SITE MANAGER JOB DESCRIPTION

Post Title	Site Manager
Grade	Band 7, SCP 11-17 (£21,166-23,836)
Reports to	Headteacher

General Introduction

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

- Whilst every endeavor has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
- Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
- This school is an Equal Opportunities Employer and required its employees to comply with all current equality policies in terms of equal opportunities for employment
- This school is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Prime Objective

Understand the guidance of appropriate senior staff: be responsible for maintenance, security and facilities management services on the school site and premises and provide specialist support in a specific resource area and be responsible for the maintenance of a clean and hygienic school interior. May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

Effort Demands

- Will work under own initiative with minimum supervision, managing conflicting priorities and referring only extremely complex issues to a member of the senior leadership team.
- Will contribute to the planning, development and organisation of systems/procedures/policies.
- Will be responsible for the development and operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for work or repairs required to be carried out to maintain safe and satisfactory

conditions (including fire safety and electrical equipment) and to maintain appropriate, accurate records.

- Will undertake the procurement and ordering of associated stocks and supplies ensuring that there are adequate levels at all times to meet the needs of the school within budgetary parameters. Taking delivery and arranging for the storage of materials, stores and other goods.

Responsibilities

- Will have an in-depth knowledge of and ensure compliance with policies and procedures relating to child protection, safeguarding, health, safety and security and confidentiality at all times, reporting all concerns to an appropriate person.
- Will promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times. (This responsibility is shared during normal school hours with the Headteacher but is the postholder's sole responsibility whilst on site outside of these hours in the absence of the Headteacher or other senior member of the school staff).
- Will have responsibility for the maintenance and security of the premises, advising the Headteacher of any problems with appropriate suggestions for solutions/improvements.
- Will be responsible for the line management and performance appraisal of designated employees, maintaining good working relationships and employing effective leadership techniques. Ensure timely completion of all related paperwork associated with the management of employees and health and safety. Identify and implement necessary work-related training.
- Will control expenditure and set allocated budgets for staffing, annual site maintenance and capital budgets, to ensure that budgets are not overspent, and best value is achieved.
- Will identify and create business opportunities and to assist in the external marketing of Facilities Services for the school, in particular, this will involve creating revenue through school facilities and developing pricing strategies.
- Will attend and participate in relevant meetings, producing analysis and reports as required.
- Will participate in training and other learning activities and performance development as required.
- Will establish constructive relationships and communication with contractors and other agencies/professionals, ensuring that contracts on site do not cause a health and safety hazard or damage school property. Report matters of concern or noncompliance with contract specification to the relevant contractor.
- Will contribute to the overall ethos/work/aims of the school and appreciate and support the role of other professionals.
- Will ensure the highest standards of professional conduct and confidentiality at all times.
- Will present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all, treating all users of the school with courtesy and consideration.

Environmental Demands/Working Conditions

- Required to be a key-holder for emergency callouts. Evening/weekend duties for lettings may be a feature of the job (further information is available from the Headteacher).
- Regular outdoor work and exposure to the elements/weather.
- Will undertake daily gate duty at specified times of day.

- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post will include manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.

Special Conditions of Service

- No contra-indication in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).
- Must have a can do, hands on approach.

Other Considerations

- To be aware of any comply with policies and procedures relating to child protection and /or safeguarding; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Designated Lead or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff /student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK

Personnel Specification	Essential Requirements (E) / Desirable (D)
Experience	
Will possess handyperson, caretaking cleaning/site-keeping experience in a school or similar environment	E
Qualifications	
Will possess good literacy, ICT and numeracy skills (GCSE (or equivalent) Maths and English)	E
Will have qualifications relating to Site Management such as COSHH training, working at heights and manual handling	
Knowledge and Skills	
Knowledge of plumbing, electrical and decorating repair procedures	E
Will possess detailed knowledge of all policies, procedures and regulations relevant to the role	E
Will possess knowledge of the cleaning procedures required to meet specified cleaning standards	E
Will possess knowledge of the use of ICT and other specialist equipment/resources with willingness to participate in development and training opportunities	D
Will possess team-leading skills	E
Will possess the ability to self-evaluate learning needs and actively seek learning opportunities	E
Will possess the ability to relate well to children and adults	E