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| <b>Title</b><br><b>Site Manager</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Department</b><br><b>Environment and Resources</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Post Ref.</b><br><b>Grade3</b> |
| <p><b>Job Purpose</b></p> <p>The Site Manager will be directly responsible to The Facilities Management Team, with the proviso that the Head Teacher or nominated person will be the first line of contact whilst working on site, therefore allowing full control of the service to the site to meet the needs of the establishment on a daily basis.</p> <p>The Facilities Management Team will be there at all times as and when needed to further supplement the management support offered to site, and will act solely as an advisory body to ensure the correct levels of service are delivered at all times.</p> <p>The Site Manager will be responsible for the administration of all matters relating to the site and its buildings, unless otherwise instructed by the District Manager or his representative of the Facilities Management Team and for the financial monitoring of services relating to the site and supply reports regarding such budgetary matters as delegated by the Head Teacher or Building Manager. In this enhanced role he/she will be expected to determine strategies related to the site and schedule and implement the necessary programmes to facilitate such strategies.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                   |
| <p><b>Key Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. PLANNING &amp; DEVELOPMENT               <ol style="list-style-type: none"> <li>1:1 The prioritising of the maintenance budget with the Head Teacher and Governing Body.</li> <li>1:2 Making recommendations to the Senior Management when setting budgets.</li> <li>1:2a Management and control of a small maintenance budget to be used in conjunction and consultation of the SMT.</li> <li>1:2b Control of cleaning and consumable budgets.</li> <li>1:3 Determining both medium and long term strategies for the building maintenance and sharing direct responsibility for the day to day maintenance of the buildings.</li> <li>1:3a Responsibility for seeking quotes from approved contractors and discussing potential options with the SMT.</li> <li>1:3b Responsibility for seeking references from others parties when contractors have undertaken work and relaying this</li> </ol> </li> </ol>                                                                                                                                                                                                                              | <p><b>Key Accountabilities</b></p> <ol style="list-style-type: none"> <li>1. To support the delivery of an effective caretaking service on designated site , in compliance with the agreed contract specification/service level agreement</li> <li>2. Accountable for personal health and safety and contribution towards the health and safety of all other site users.</li> <li>3. Accountable for the personal development and welfare of building cleaning operatives based at the designated site.</li> <li>4. Accountable for the security of the designated premise ( alarms and building security )</li> <li>5. Accountable for the care and storage of cleaning chemicals, equipment and electrical machinery based on site.</li> <li>6. Accountable for the administrative paperwork based on site which relates to the caretaking/cleaning frontline</li> </ol> |                                   |

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| <p>information to the SMT and Governing Body.</p> <p>1:4 Quality control of the work carried out by contractors.</p> <p>1:5 Approving payment of invoices subject to 1:4 above.</p> <p>1:6 Assisting in the oversight of commercial lettings. (Lettings will be recharged back to the Centre at the agreed rate as laid down by the Local Authority)</p> <p>1:7 Handy person duties such as painting, minor repairs and the other such tasks as determined by the Head Teacher and the Local Management Team.</p> <p>1:8 Checking premises for repairs, recording necessary repairs, liaising with the Head Teacher or his representative, obtaining comprehensive quotes if necessary and contacting contractors as and when required.</p> <p>1:9 Attending to the Heating of the premises and ensuring that the required temperatures are maintained. Ensuring that the boiler plant and equipment are maintained in accordance with the specification and any faults reported to the contractor.</p> <p>2. MANAGEMENT OF THE SITE SECURITY AND SAFEY.</p> <p>2:1 The security of the premises and its contents.</p> <p>2:2 Responding to alarm activations where applicable.</p> <p>2:3 Boarding up and making the building secure following acts of vandalism.</p> <p>2:4 Site security and advising senior staff where appropriate.</p> <p>2:5 Co-ordinating and recording visits made by contractors.</p> <p>2:6 In cases of emergency outside the normal working week e.g. in the event of intruders, fire, floods etc, attending for such action as required.</p> <p>2:7 Taking reasonable care for Health &amp; Safety of him/herself and other persons who may be effected by his/her activities as required. To undertake salting and de-icing of the hard surface areas around the site during the Winter period as required, and where appropriate safeguarding the Health &amp; Safety of all persons under his/her control and guidance within the provisions of Health and Safety legislation.</p> <p>3. CLEANING DUTIES</p> <p>3:1 To clean designated areas to the required standard as laid down by the Authority's cleaning specification, including maintaining floor surfaces in accordance with the Authority's</p> | <p>service ( timesheets/holidayforms/health and safety documentation)</p> <p>7.</p> |
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cleaning and janitorial specification.

4. ESTABLISHMENT OF PROCEDURES AND DEPLOYMENT OF STAFF.To ensure:
  - 4:1 The cleaning of designated areas and the establishment and maintenance of high standards in those areas area maintained to an acceptable level as laid down by the Facilities Management Team.
  - 4:2 Floor surfaces are maintained in accordance with the requirements of the Authority's cleaning & janitorial specification.
  - 4:3 The cleaning out and flushing of the kitchen grease trap if applicable in accordance with the requirements of the Authority's cleaning & janitorial specification.
  - 4:4 Removal of graffiti from both internal and external surfaces.
  - 4:5The cleaning of internal glass and windows where required.
  - 4:6 All exterior hard surfaces including artificial turfed areas & grass are kept in a clean and tidy condition, including the emptying of litter baskets, the cleaning of drains and top water gullies as required, the salting and de-icing of hard surfaces during the Winter months, and the removal of snow to ensure safe assess to the premises.
5. MANAGEMENT OF PEOPLE AND RESOURCES.To facilitate:
  - 5:1 Expert supervision and deliver advise and support to his/her cleaning staff to ensure that cleanliness is maintained to a high standard at all times.
  - 5:2 The Maintenance of the required records of timesheets, attendance records, ordering of stock and consumable items.
  - 5:3 Provision of an onsite monitoring service for the County Council Facilities Management Team, including liaison with the Area Building Management Team.
  - 5:4 The recording of all deliveries and maintaining the required information in log books, stock cards etc.
  - 5:4a Ensuring that all items within the site are PAT tested and within date. Ensuring that the relevant reports are completed and made available for inspection as required.
  - 5:4b Ensure that regular site inspections are undertaken with regard to the Health & Safety across the whole site. Take what so ever action as deemed appropriate to ensure a safe

environment. Work closely with such agencies ie Health & Safety where appropriate to ensure that the site is functioning to the required standard.

5:5 Ensuring that adequate supply of fuel and consumable items are maintained to service the need of the establishment and the Facilities Management Team.

5:6 The carrying out of portorage duties as and when required by the establishment. Ensuring that all necessary steps are taken to comply with Health & Safety and Manual Handling requirements.

5:7 The setting out of furniture as requested by the Head Teacher ie for Governors Meetings & other lettings etc.

5:8 Attendance in case of emergency outside the normal working week (e.g. intruders, fire and floods) ensuring that all reasonable steps are taken to safeguard his/her own Health & Safety at all times, where such action is required.

5:9 Ensure the smooth running of the recycling scheme if applicable.

6. ANY OTHER DUTIES which may reasonably be regarded as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated in the main Job Description

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| <b>The post holder will perform any duty or task that is appropriate for the role described</b> |  |

| <b>Person Specification</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <p><b>Education and Knowledge</b></p> <ol style="list-style-type: none"> <li>1. Minimum of 2 years experience in an appropriate role. This period should include time in a supervisory role. AI.</li> <li>2. Previous contract cleaning experience, basic cleaning methods and the use of equipment. AI</li> <li>3. Premises security and the ability to make secure emergency repairs AI</li> <li>4. The use of floor maintenance machines and industrial vacuum cleaners AI</li> <li>5. Maintenance of heating systems AI</li> <li>6. Teamwork and staff supervision AI</li> </ol> <p>EDUCATION/TRAINING/QUALIFICATIONS</p> <ol style="list-style-type: none"> <li>7. Literacy and numeracy. AID</li> <li>8. Full EC Driving Licence D</li> </ol> <p>KNOWLEDGE</p> <ol style="list-style-type: none"> <li>9. Handiwork and basic joinery, electrical or plumbing skills AI</li> </ol> <p>10. OTHER FACTORS</p> <ol style="list-style-type: none"> <li>11. Motivational skills I</li> </ol> | <p><b>Personal skills and general competencies</b></p> <ol style="list-style-type: none"> <li>15. Puts into practice the Council's commitment to excellent customer care.</li> <li>16. Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers.</li> <li>17. Works well with colleagues but also able to work on their own initiative.</li> <li>18. Shares the Council's commitment to providing a safe environment for customers and staff and also treating all with respect and consideration</li> </ol> |

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| <p>12. Ability to work on own initiative and within a team. AI</p> <p>13. Willingness to undertake training and train other employees as directed. AI</p> <p>14. To understand customer needs and provide a high standard of customer service. AI</p> <p>NVQ Qualification / Health and Safety qualification in Caretaking/Cleaning ( desirable) Handiwork and basic joinery, electrical or plumbing skills AI</p>                                |  |
| <p><b>Experience</b></p> <p>19. Experience of working within a frontline service area ( contracting)</p> <p>20. Supervisory skills/experience</p> <p>21. DIY/Site Maintenance Skills</p> <p>22. Experience of working within an environment where health and safety is an essential criteria.</p> <p>23. High levels of customer care</p>                                                                                                         |  |
| <p><b>Role Dimensions</b></p> <p>24. Responsible for the daily delivery of caretaking/security on site and the daily supervision of frontline cleaning employees)</p> <p>25. Responsibility for managing stock and equipment values in relation to the designated service</p> <p>26. Supervision of frontline cleaning employees based on the site ( if applicable )</p> <p style="text-align: right;"><i>Please attach a structure chart</i></p> |  |

Date