



JOB DESCRIPTION

Title:	Site Manager
Grade:	Scale 4 – points 19 to 23 (£19,945 to £22,462)
Job Purpose:	To undertake a range of Site Management duties to the agreed quality standards, including security, cleaning, portorage and maintenance of the school site and premises thereby ensuring a safe working environment.
Key Responsibilities of the Role:	
<ul style="list-style-type: none">• Leading and managing the site staff and site contractors (including cleaners) – effective supervision, maintaining records of timesheets, attendance records etc as required.• Being accountable for the general maintenance and upkeep of the site and buildings, managing building/repair works, keeping logs, records and reports.• Key holder responsibility – taking responsibly for the security of the site.• Taking a lead role in Health and Safety – review and monitor the implementation of Health and Safety policies and procedure within the school. Have a sound knowledge and experience of implementing all appropriate Health and Safety Compliance in school and maintain accurate records.• Monitor and operate within the school maintenance budget as allocated by the governing body of the school.• Assist with the determination of medium and long-term strategies for building maintenance.• Administration of building related matters of maintenance, repair, servicing etc.• Planning, managing and liaising with relevant services and contractors to obtain quotations, ensure agreed standards are met for repairs, emergencies and general maintenance, that services are delivered on time and within budget, supervision of contractors on site, ensuring compliance with Health and Safety 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 school and the cleaning staff.	
Generic Responsibilities:	
<ul style="list-style-type: none">• Ensuring security of the premises together with its contents. Attending to the intruder/fire alarms where applicable.• Attending to the heating and lighting of the premises and ensuring that the required temperatures are maintained.• Ensure that the boiler plant equipment and 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 school (and maintenance of high standards in these areas).• Ensure that all exterior hard surfaces including artificial/turfed areas are kept clean, including emptying litter baskets, cleaning of drains and 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 portage duties as and when required.• Available to attend to the requirements of the hirers of the premises for the purpose of evening and weekend letting.	

- In case of emergency outside of the working week, e.g. intruders, fire, floods etc, to attend for such as required.
- Undertake any such duties as the Headteacher from time to time may direct.
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions.

Person Specification

Education and knowledge:

- A good standard in literacy, maths and ICT skills gained from general education.

Experience:

- Some experience of similar duties supplemented by relevant training is necessary to undertake the full range of procedures for maintenance and repair of premises and sites, security and heating, health and safety, COSHH regulations, legionella, asbestos, supervision of cleaning staff, supervision of contractors.

Personal Skills and General Competencies:

- Excellent professional relationships – respectful of others, display a professional conduct, approachable and has excellent communication skills.
- Enjoys working with children and adults - demonstrate real commitment to working as part of a team.
- Able to meet deadlines.
- Highly organised and efficient.
- Able to multi-task.
- Good DIY skills.
- Motivated.
- Calm under pressure – flexible and able to adapt to a variety of situations and act upon own initiative.
- Have high expectations – strive to be the best you can be and have high expectations of themselves and their work.
- Enthusiastic, sense of humour and positive work ethic.
- Happy in your work, even when faced with challenged – a solutions person who enjoys solving problems.
- Reliable and trustworthy.
- Prepared to access any necessary trained related to the post.