**Job Description and Person Specification**

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| **Role** | Site Manager |
| **Grade and Range:** | Grade 4, Points 8 - 14 |
| **Department:** | Forest Glade Primary School |
| **Accountable to:** | Headteacher |
| **Date last reviewed:** | September 2022 |

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| **Position Overview** |
| To undertake a range of site management duties to the agreed quality standards, including security, cleaning, porterage and maintenance of school sites and premises thereby ensuring a safe working environment and inspirational learning environment where all take pride in the site. |

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| **Main Duties** |
| * Monitor and operate within the school maintenance budget as allocated by the governing body of the school; to support and advise the responsible person setting the maintenance budget and delivering the maintenance plan * Assist with the determination of medium & long term strategies for building maintenance and site development * Administration and coordination of building related matters of maintenance, repair and servicing. * Effective supervision and directive advice to the cleaning staff & any members of the wider site team, to quality assure cleaning and to maintain records of timesheets, rotas, attendance records as required * Liaison with contractors, obtaining quotations and supervision of contractors on site, ensuring compliance with H&S 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 establishment and the cleaning staff * Support the review and implementation of H&S policies and procedures within the establishment * Engagement with the Trust on key expectations and activities in relation to site management – including the Trust Site Manager network. * To work with school staff to develop an inspirational and fit for purpose learning environment. * To develop opportunities for children to engage in site development and wider school life. * Ensuring security of the premises together with its contents. Attending to the intruder alarms where applicable. Boarding up and making the buildings secure following acts of vandalism. * Key holder responsibility. * Attending to the heating & lighting of the premises and ensuring that the required temperatures are maintained. * Ensure that the boiler plant equipment, 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 establishment (and maintenance of high standards in these areas) including overhead kitchen canopies, removing graffiti from internal & external surfaces. * Ensure that all exterior hard surfaces including artificial/turfed areas are kept clean, including emptying litter baskets, cleaning of drains & 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 porterage duties as and when required. * Available and attend to the requirements of the hirers of the premises for the purpose of evening and weekend lettings. * In cases of emergency outside the working week e.g. intruders, fire, floods, etc., to attend for such as required. |

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| **General Duties** |
| * Be a positive influence on the climate and culture of the Flying High Partnership and be a positive example at all times. * Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc. reporting all concerns to your line manager. * Be aware of and support difference and ensure equal opportunities for all. * Contribute to the overall aims of the Flying High Partnership by engaging as an active member of the Central Team. * Attend and participate in relevant meetings as required. * Participate in training and other learning activities and performance development as required. * Recognise own strengths and areas of expertise and use these to advise and support others. * Be a flexible and supportive member of the team. * To perform any other task under the reasonable direction of your Line Manager which could include assisting in other areas of the Central Team and schools. |

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| **Skills and Experience Required:** |

The following requirements will be assessed through either the Application Form (AF), during the Interview (I) or as part of an Assessment (AST).

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|  | **Essential** | **Desirable** |
| **Qualifications** | | |
| Literacy and numeracy – Level 2/GCSE Grade C or equivalent | AF |  |
| Full Driving Licence | AF/AST |  |
| NVQ Qualification / Health and Safety qualification in Caretaking/Cleaning |  | AF/I |
| **Experience** | | |
| Minimum of 2 years experience in an appropriate role. This period should include time in a supervisory role. | AF/I |  |
| Previous contract cleaning experience, basic cleaning methods and the use of equipment. | AF/I |  |
| Premises security and the ability to make secure emergency repairs | AF/I |  |
| The use of floor maintenance machines and industrial vacuum cleaners | AF/I |  |
| Maintenance of heating systems | AF/I |  |
| Teamwork and staff supervision | AF/I |  |
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| **Behaviours** | | |
| Excellent communicator | I |  |
| Professional and approachable | I |  |
| Ability to problem-solve as part of a team or working alone | I |  |
| Confident at following through on tasks and problem solving | I |  |
| Proactive | I |  |
| Positive attitude | I |  |
| Demonstrates resilience | I |  |
| Can work collaboratively with others and develop good working relationships | I |  |
| **Skills** | | |
| Handiwork and basic maintenance skills – painting and decorating, gardening, joinery, DIY etc. | I |  |
| Motivational skills | I |  |
| Ability to work on own initiative and within a team. | AF/I |  |
| Ability to prioritise and multi task whilst managing stakeholder expectations | I |  |
| High degree of attention to detail | AST |  |
| Good level of IT skills including Outlook and MS Office | AF/I |  |
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| **Attributes** | | |
| Demonstrate an understanding of the Flying High Partnership vision and values and how they will/do align themselves | I |  |
| Committed to own continuing professional development |  | AF/I |
| Committed to putting children’s education first | I |  |
| **Other** | | |
| Willingness to undertake training and train other employees as directed. | AF/I |  |
| To understand customer needs and provide a high standard of customer service. | AF/I |  |
| Ability to travel to all Trust sites if required |  | I |