


Job Description			
Site Manager – Grade 3 scp 14 - 18	School: <i>Ernehale Junior School Academy</i>	Post Ref	
Job Purpose To undertake a range of caretaking duties to the agreed quality standards, including security, cleaning, portering and maintenance of school sites and premises thereby ensuring a safe working environment			
Key Responsibilities <ol style="list-style-type: none">1. Responsibility for being a key holder2. 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 vandalism3. Attending to the heating 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 reported4. Liaison and supervision of contractors on site5. Giving adequate supervision and directive advice to cleaning staff where applicable. Maintaining the required records of timesheets, attendance records etc6. To assist, when necessary, officers of the department in dealing with matters concerning building maintenance and general site matters7. Cleaning of designated areas in the establishment including overhead kitchen canopies, removing graffiti from internal & external surfaces8. Carrying out portering duties as and when required9. Attend to the heating of the premises at weekends during the approved winter period when necessary and required10. 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 premises11. To be available and attend to the requirements of the hirers of the premises for the purpose of evening and weekend lettings.12. In cases of emergency outside the working week e.g. intruders, fire, floods, etc be required to attend for such as required.13. Responsibility for legionella testing & monitoring14. Monitoring and recording the condition of Asbestos15. 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 Unions16. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures			

17. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
18. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

Person Specification	Desirable / Essential
Experience <ul style="list-style-type: none"> • Experience of site or premises management role or similar • Experience of working in a supervisory position • Experience of completing risk assessments • Experience of managing contractors 	Essential Essential Desirable Desirable
Education and Training <ul style="list-style-type: none"> • Good literacy and numeracy skills gained from general education • Relevant training to undertake the full range of procedures for maintenance and repair of premises and sites, security and heating, health & safety, COSHH regulations, legionella, asbestos, supervision of cleaning staff, supervision of contractors • First Aid qualifications • Health & Safety qualifications • Full EC Driving Licence 	Essential Essential Desirable Essential Essential
Knowledge <ul style="list-style-type: none"> • Handiwork and basic maintenance skills – painting and decorating, gardening, joinery, DIY etc • Able to understand and apply regulations e.g. health and safety 	Essential Essential
Personal skills and general competencies <ul style="list-style-type: none"> • Able to effectively organise and supervise staff or contractors • Able to communicate effectively with staff, pupils and parents • Able to work on own initiative, prioritise workload and meet deadlines • Able to work effectively in a range of settings and situations • Enthusiastic & self motivated • Flexible with regard to working hours • ICT literate • Committed to ongoing professional development 	Essential Essential Essential Desirable Essential Desirable Desirable Desirable Essential