

**Position: - Site Manager**

<b>Job Title:</b>	Site Manager
<b>Hours:</b>	Full time, term time. You will also be required to attend staff meetings.
<b>Contract Type:</b>	Permanent
<b>Salary:</b>	Up to £25,000 - depending on experience and qualifications.
<b>Responsible to:</b>	Business Manager and Head Teacher

**Job Description:**

We are looking to appoint a permanent full time site manager who is passionate, hard working, and versatile to join our busy team. You will be responsible for the management, maintenance, health and safety and for securing the school buildings and grounds.

**General Main Duties and Responsibilities:**

- Management of caretaking and cleaning staff
- Management of budget related to school maintenance
- Security of premises
- Cleaning and hygiene
- Maintenance of furniture, fittings and equipment, carrying out repairs to the level of a skilled handyperson
- Maintenance of buildings, including co-ordination of School Asset Management Plan
- Maintenance of grounds
- Health & Safety
- Energy Management and Conservation
- In liaison with Business Manager and Headteacher deal with recruitment of caretaking and cleaning staff.
- Plan the work allocation of caretaker and cleaners ensuring adequate staffing levels are maintained and arranging cover as necessary.
- Under the direction of the Business Manager and Headteacher, to deal with applications for annual leave and leave of absence, in accordance with the school's agreed policy.
- Supervise caretaking and cleaning staff on a daily basis to ensure cleaning of premises is to required standard.
- Ensure that all school caretaking and cleaning equipment is clean and in good working order, arranging for repair or replacement as necessary in liaison with the Business Manager and Headteacher.
- Ensure that the caretaking and cleaning storage areas are kept tidy and stocked up.
- Contact Business Manager and Headteacher for advice if the work of any caretaking, cleaning staff is not up to required standard or if any personnel- related issue gives cause for concern
- Management of school maintenance budget
- Plan and agree budget for maintenance in consultation with Business Manager and Headteacher
- Arrange for ordering of supplies and equipment in accordance with budget plan and school procurement procedures, maintaining accurate records of expenditure
- Ensure that the buildings are opened as required, including for hirers of any part of the premises.
- Responsible for all doors and windows are secured each evening.
- Responsible for all lights, heaters and gas controls are turned off every evening.
- Set and respond to alarms (both fire and security), reporting malfunctions as necessary and

arranging for repairs to be carried out in a timely fashion.

- Test fire alarms regularly and, in liaison with Headteacher, make arrangements for fire drills
- Ensure that fire extinguishers and hose reels are in position and are checked regularly.
- Take reasonable steps to deter trespass and unauthorised parking on the site, having regard to health and safety.
- Undertake the responsibility of key holder, arranging for a deputy as necessary.
- Ensure that equipment is security coded and maintain inventories, including serial numbers of items.
- Ensure that external security lighting is functioning as required.
- Ensure that weekend security checks are carried out.
- Ensure that standards of cleanliness and hygiene are maintained throughout the premises.
- Ensure that the cleaning team are trained in appropriate use of machines and cleaning techniques.
- Ensure that stocks of cleaning materials, soap, paper towels etc are maintained and replenished as necessary.
- Ensure that all cleaning materials are stored and utilised in line with COSHH and county regulations.
- Ensure that litter and graffiti are removed from both inside and outside the buildings.
- Ensure that policies and practices on caretaking and cleaning standards are adhered to, having regard to health and safety.

Maintenance of furniture, fittings and equipment

- Ensure that furniture, fittings and equipment are checked regularly, including electrical testing, effecting repairs and replacements as necessary to the standard of a skilled handyperson, advising School Business Manager/Headteacher where major expenditure is required.
- Ensure that all rooms are appropriately equipped with furniture and that equipment is in position.
- To prepare and maintain School Asset Management Plan, reporting as appropriate to Business Manager, Headteacher and Governing Body.
- In liaison with Business Manager and Headteacher to devise and implement an annual maintenance programme.
- Make arrangements for routine repairs and maintenance work to be carried out, as directed by Business Manager and Headteacher.
- Ensure that a system is in place for staff to report repair and maintenance issues as they arise.
- Supervise all external contractors who are on the school site.
- Carry out handyperson duties in respect of minor or temporary repairs and decorating.
- Liaise with contractors in respect of grounds maintenance.
- Ensure that access to the school in the event of bad weather is maintained, ensuring that paths are clear of snow, ice, leaves, floodwater etc.
- Be aware of and adhere to all local authority policies and procedures on health and safety, including asbestos procedures.
- To undertake any other duties of a similar level and responsibility as may be required.
- Attend health & safety courses, including training on asbestos, as directed by the Business Manager and Headteacher.
- Undertake health and safety monitoring procedures, in accordance with school's health and safety policy.
- Carry out Risk Assessments, as required.
- Ensure that the building is at an appropriate temperature by 9 a.m. each day.
- Ensure optimum use of heating system, manually shutting down at any time when not required.
- Check room thermostats, thermostatic radiator valves and fan convactor thermostats.
- Ensure services are closed down during school holiday periods.
- Order fuel supplies, as necessary, ensuring that adequate supplies are maintained.
- Ensure that boiler house is kept clean and tidy, that no flammable liquids or materials are stored there and that routine checks of time and temperature controls are carried out.
- Monitor use of fuel and water, by taking monthly readings of all meters, and report promptly any fault giving rise to excessive consumption.
- Ensure that weekend boiler/security checks are carried out during the heating season.
- Ensure that light bulbs and fluorescent tubes are replaced as necessary, applying appropriate health and safety regulations.

- Ensure that taps and toilets are operational and efficient.
- Ensure that deliveries of equipment, furniture and materials are dealt with promptly and items repositioned as required.
- Undertake portorage of equipment, furniture and materials within the premises, as required.
- Ensure that all lettings are serviced appropriately.
- Ensure that appropriate records are kept; to enable lettings claim forms to be completed and in order that reconciliation between lettings income and expenditure can be undertaken.
- To maintain confidentiality at all times in respect of education-related matters and to prevent disclosure and confidential and sensitive information.

### Site Manager – Personal specification

	Essential:	Desirable:
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• Good standard of literacy and numeracy. GCSEs at least Grade C (level 4) in Maths and English</li> <li>• First Aid trained</li> <li>• Safeguarding knowledge and training</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant trade qualification (e.g. carpentry, electrical, plumbing) at City &amp; Guilds or equivalent.</li> </ul>
<b>Skills, Knowledge, Aptitude &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Experience of working within the education sector for more than one year</li> <li>• Previous experience of supervising staff.</li> <li>• Ability to undertake administrative tasks including budget monitoring</li> <li>• Knowledge of COSHH. Ability to undertake a range of maintenance tasks to the standard of a skilled 'handyman'.</li> <li>• Good interpersonal skills.</li> <li>• Good organisational skills.</li> <li>• Ability to write and present straightforward reports.</li> <li>• Ability to prioritise own workload and that of cleaning and caretaking staff, as appropriate.</li> <li>• Ability to lead and motivate a team effectively.</li> <li>• Ability to work on own initiative and make decisions.</li> <li>• Ability to work under pressure. Ability to develop good working relationships with staff, pupils, visitors and all users of the school site.</li> <li>• Basic IT skills</li> <li>• Ability to work hard and take a pride in the job with commitment to achieving high standards of cleanliness and hygiene.</li> <li>• Willingness to work flexibly to adapt to</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in a school.</li> <li>• Previous experience of managing a budget.</li> </ul>

	<p>the school's changing needs.</p> <ul style="list-style-type: none"> <li>• Willingness to work overtime when needed, including evenings and weekends and to ensure that lettings are serviced.</li> <li>• Ability to work without supervision.</li> <li>• Trustworthiness</li> <li>• Willingness to undertake further training as appropriate.</li> </ul>	
<b>Physical:</b>	<ul style="list-style-type: none"> <li>• Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995</li> <li>• Ability to undertake manual work and to perform tasks</li> <li>• Use domestic and industrial cleaning equipment (polishers, vacuum cleaners etc)</li> </ul>	
<b>Personal Qualities:</b>	<ul style="list-style-type: none"> <li>• Must be availability for call-out duties (e.g. to respond to alarms)</li> <li>• Willingness to wear protective clothing as supplied.</li> <li>• Must demonstrate the ability to speak fluent English at a level appropriate to be able to carry out the duties of the post.</li> <li>• Have good personal organisation skills</li> <li>• Be positive, creative and energetic</li> <li>• Ability to prioritise and work to deadlines</li> <li>• Good record-keeping skills</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to build effective working relationships</li> </ul>	

**The setting is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A full-enhanced Disclosure & Barring Service (DBS) and a pre employment health check will be obtained prior employment including satisfactory references checks.**

**You may contact us at:**

**Placing People Direct**

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