

Job title: **Site Manager**

Grade: Range grade Scale 3 to Scale SOI: Scale 6

Workplace: Crowland Primary

Supervisor: School Business Manager/Headteacher

Responsible for:

### **Purpose of job and main objectives:**

To take day-to-day responsibility for the security and safety of the school/centre site and premises. To be responsible for non-structural repairs and maintenance, heating and ventilation and other general site services within the establishment. To oversee the general maintenance and cleanliness of the site to provide a safe, secure and healthy environment for pupils, staff, parents, visitors and other users.

### **Main duties and responsibilities**

#### **At Scale 3**

1. To maintain and keep under review the security of premises, ensuring proper and regular patrols are undertaken and that alarms are properly maintained, used, reset as necessary and tested.
2. To act as one of the main keyholders of the site, registered as such with the police, and to ensure that access to keys and the site is given only to authorised persons.
3. To ensure that all windows, doors and gates are opened and closed at appropriate times as specified by the Headteacher/Head of centre.
4. As keyholder, to be responsible for attending the site/premises in emergencies, taking appropriate action in the case of break-in, theft or fire, including boarding up broken windows, repairing or changing door or window locks and resetting alarms.
5. To liaise with the Departmental Health and Safety Adviser, local police and fire brigade on all aspects of site security and fire safety, informing the Headteacher/Head of centre of any premises-related health and safety issue requiring attention.
6. To maintain appropriate and adequate supplies of first aid and infection control equipment and materials in accordance with Borough policy and guidelines.

7. To take responsibility for arranging the maintenance of emergency equipment (e.g. fire extinguishers) and the proper storage and use of any harmful machinery or toxic materials.
8. To ensure the safe and efficient operation of all mechanical, electrical and heating services on the site including, where appropriate, lifts and swimming pools.
9. To monitor and take appropriate action to ensure proper and safe levels of heating, lighting and ventilation.
10. To assist the Headteacher/Head of centre in developing a planned maintenance programme for the site.
11. To undertake minor repairs and redecoration as required, in accordance with agreed guidelines, using appropriate tools and equipment.
12. In emergencies, e.g. following break-ins, to make good any damage to external or internal doors, locks or windows, replacing glass as required and obtaining estimates for repair to any item which falls outside the guidelines for repairs and maintenance.
13. To keep under review all aspects of repairs and maintenance of the site and to advise the Headteacher/Head of centre on the need for minor and major repairs and maintenance.
14. In the case of non-structural repairs and maintenance which cannot be undertaken personally, to obtain estimates, evaluate these and recommend the best option for approval by the Headteacher/Head of centre.
15. To deal with minor contractors (e.g. window/carpet cleaners) in order to ensure that work is signed off only when it has been completed in full and to a satisfactory standard, advising the Headteacher/Head of centre of any error or omission.
16. To advise prospective hirers on the availability and operation of the site for lettings outside school/working hours, including taking bookings, advising on charges and assisting with hirer's requirements.
17. To ensure the proper cleaning of the site and premises, either by direct allocation and supervision of cleaning staff or by monitoring the performance of contract staff against a contract specification.
18. To undertake cleaning as required, including dealing with slippery floors, floods, spillages, bodily fluids and planned annual cleaning programmes.
19. To ensure that school/site playgrounds/carparks are cleaned and maintained, including removing weeds from hard surfaces, removing fallen leaves, litter and other debris and arranging for efficient refuse collection from the site.
20. To ensure that external paths, steps and entrances are clear of debris, snow, water, leaves or other hazards and that the site and grounds are cleaned and maintained to a high standard.

21. To be responsible for ensuring the removal and portage of furniture and deliveries within the school/site moving small items when this is within the reasonable capabilities of one person, following health and safety guidelines on manual handling of loads.
22. To manage the work of cleaning staff as allocated out daily and annual cleaning tasks, supervising and monitoring work as necessary.

#### **Additional duties at Scale 4:**

23. To advise the Headteacher/Head of centre on all aspects of site security, including making recommendations on improvements or alterations to lighting, entrances/exits, arrangements both for the welcoming of visitors and aimed at deterring intruders in order to ensure a safe environment.
24. To undertake regular health and safety risk assessments on the premises, making appropriate recommendations for change or improvement to the Headteacher/Head of centre as necessary.
25. To undertake major redecoration of rooms or other parts of the site as required from time to time by the Headteacher/ Head of centre.
26. To manage the work of an Assistant Site Manager and cleaning staff in carrying out daily and annual cleaning tasks, allocating cleaning areas, monitoring work and carrying out on the job training as necessary.

#### **Additional duties at Scale 5**

27. To undertake basic gardening including small scale grass cutting, weeding of beds and borders and pruning of shrubs and hedges as necessary.
28. To take day to day responsibility for identifying the need for minor and major repairs and maintenance of the site, identifying potential hazards or building-related defects and for recommending action to be taken to remedy these, including obtaining lists of suitable contractors and estimates of potential costs involved.
29. To liaise with contractors advising the Headteacher/Head of centre of any error or omission to ensure that work is signed off only when the full contract specification has been achieved, submitting written reports when required. To contribute to the review of major contracts as required.
30. To assist the Headteacher/Head of centre in developing appropriate policies for the school/site, e.g. lettings, security arrangements, and to advise on their implementation, monitor and evaluate their success.

31. To maintain appropriate records, manual and computerised, for all letting, maintenance and repairs, ordering of stock and equipment, incidents and accidents involving health and safety or security of the site and recording visits to the establishment by authorised persons.

### **Additional duties at Scale 6**

32. Within the responsibilities and budget delegated by Headteacher/Head of centre, to be responsible for the ordering of materials and equipment required for effective site management, checking of invoices, monitoring expenditure, preparing and checking estimates and regular stocktaking.
33. To contribute to reports for the governing body on premises-related issues and expenditure.
34. To assist in the development, organisation and preparation of facilities for a varied programme of activities and events on the site. To assist in marketing the use of the school/site outside working hours by preparing information about the site for prospective hirers, including estimates of lettings costs for meetings and functions. To advise the Headteacher/ Head of centre on ways of enhancing lettings and maximising income for the school/site.
35. To assist the Headteacher/Head of centre in reviewing the work of major contractors and advising on any error or omission as necessary. To monitor the contractors providing cleaning and grounds maintenance services, completing a logbook of complaints as necessary and resolving any issues whilst the contractor is on site where appropriate.
36. To manage the work of more than one Assistant Site Manager as required.

## **PERSON SPECIFICATION**

### Essential Qualities and Skills

#### General

1. An in-depth understanding of the needs and priorities of a school and a willingness to ensure high standards.
2. At least 3 years' experience of managing a large site concerned with care and welfare of children or adults.
3. To have at least 3 years' experience working within a school or similar environment such as a care-home, hospital or hotel with the care and welfare.
4. To have the skills and knowledge to ensure the site is safe and secure for all users especially the children.
5. Excellent communication, IT, literacy and numeracy skills.
6. NVQ level 2/3 or similar in related areas for cleaning, site management and safety.
7. First Aid and Fire Marshal training.
8. Cheerfulness, Motivated and can cope with challenges.

#### Security, Health and Safety

9. An understanding of site security issues including the ability to set and test alarm systems, show vigilance for potential breaches of security, retention of keys and consistency in locking and unlocking procedures and make recommendations for improvements to ensure a safe environment.
10. Ability to respond quickly and appropriately to issues of security and health and safety, acting on initiative whilst maintaining personal safety.
11. Qualified and able to maintain systems that ensure compliance with Health and Safety legislation, undertaking risk assessments including routine inspection of appliances and systems and reporting or remedying defects and making recommendations for improvements.
12. Ability to maintain high standards of cleaning and maintenance in the school rooms, grounds and school kitchen.
13. Ability to control stocks of first aid, infection control and cleaning equipment and materials.
14. An understanding of COSHH regulations and safe storage of potentially harmful materials and equipment.
15. An understanding of safe working practises for all mechanical, electrical and heating services and for working at heights.
16. An understanding of safe and proper levels of heating, lighting and ventilation.

#### Project Management

17. Ability to assist in compiling a planned maintenance programme.
18. Ability to take responsibility for identifying minor and major repairs and maintenance of the site, identifying potential hazards and defects and recommending action to remedy these, including obtaining lists of suitable contractors evaluating estimates and making recommendations for non-structural repairs and maintenance.
19. Ability to liaise with contractors advising the Head Teacher of any error or omission and ensure that work is carried out to specification and submit written reports.
20. Ability to assist in developing policies e.g. for lettings and security arrangements, and advise on implementation, monitoring and evaluating their success.
21. Ability to assist potential hirers and carry out lettings to a high level of customer satisfaction.
22. Ability to prepare reports, budgets and expenditures.

#### Staff Management

23. Ability to ensure high standard of cleaning by supervising and monitoring the work of cleaners, allocating tasks and by setting a good example with daily and annual cleaning programmes.
24. Ability to organise appropriate training for cleaners and assistant site managers.
25. Able to organise first aid and similar training from providers for school staff.

#### Outdoor Environment

26. An understanding of the need to maintain the outside environment to a high standard including cleaning, weeding and dealing with refuse and other debris.
27. Ability to keep paths, steps and entrances clear of hazards including debris, snow, water and leaves.
28. Ability to undertake basic gardening including weeding beds and borders and pruning shrubs and hedges.
29. Ability to manage the maintenance of the trees in the playground.

#### Deliveries

30. Ability to ensure removal and portorage of furniture and deliveries within health and safety guidelines.

#### Record Keeping and IT skills

31. Ability to maintain appropriate records, manual and computerised, for letting, maintenance and repairs, ordering stock and equipment, incidents and accidents involving health and safety or security of the site and recording visits to the establishment by authorised persons.

#### Note

- The site manager would be expected to work in partnership with the Chef Manager to ensure the kitchen is well maintained with a safe and healthy working environment.

- Speaking a Community Language would be helpful.