

Site Manager - Job Description

Purpose of the post

- To take responsibility for all matters relating to maintaining our two school sites to the highest possible standards to ensure that the smooth running of the school
- To have an overview of the school and liaise effectively with senior professionals regarding how the site could be developed and improved
- To be responsible for all matters relating to the satisfactory operation of the school's buildings, grounds and equipment
- To undertake repairs and projects
- To ensure that all health and safety checks are undertaken and logged
- To ensure all aspects of the school environment look clean, well organised and attractive
- To support the school's aim to achieve best value for taxpayers' money in all spending on the school site
- To support the school in its plans to become a sustainable organisation: reducing, reusing and recycling.
- To contribute to and support the overall aims and ethos of a school that is always aiming to be outstanding.

Line Manager: The Deputy Headteacher and relevant governor committee.

Hours of work: To be agreed, depending on whether the role is split. The overall role is 36 hours per week. There is a certain amount of flexibility in respect of hours, particularly during periods when the school is closed for holidays. Please see the advertisement for details on suggested hours profiles. There may additionally be occasional evening lettings for which overtime will be paid, based on the hourly rate of the site manager's salary.

PRINCIPAL DUTIES

- Ensure that the school site is secure and those within it are safe
- Ensure that the school is open and closed according to an agreed protocol
- Manage and execute the school's buildings maintenance programme
- Oversee any contractors that work in the school, liaising closely with them and ensuring their work is consistently of the highest standard
- Oversee the cleaning of the school and liaise with the school cleaning contractors where necessary
- Take a lead role in ensuring that the highest health and safety standards are met
- Liaise with the Deputy Headteacher regarding access to the school for hiring and lettings
- Ensure that all toilets (staff and pupils) are consistently in a good state of repair, cleanliness and hygiene
- Support the school with setting up for hospitality events
- Take action to ensure that the temperature in the school is always at the optimum comfort level
- Manage any part time site assistant and/or any apprentice appointed in the future
- When required, report to and work with the governing body's premises committee.

Maintenance and development: internal

The successful applicant will be responsible for making sure that the school buildings are in proper working order. This involves:

- Carrying out minor repairs, such as changing light fittings; unblocking drains; fixing broken windows. Undertaking minor repairs to fixtures and fittings including desks, tables and chairs, as appropriate
- Taking responsibility for heating and lighting systems: turning heating and lighting on and off at appropriate times
- Making sure that the premises is always clean, that rubbish is collected and taken away and that any breaks, damage or graffiti is quickly and effectively dealt with
- Redecorating areas of the school in line with the school's ongoing rolling decoration programme
- Support the school's Business Manager to obtain best value for money for all defects that require specialist contractors for repair,
- Regularly inspect plumbing and reporting or repairing defects as appropriate
- Synchronising clocks and time switches as required
- Taking responsibility for the supply and availability of all hygiene materials
- Ensuring efficient storage of resources
- Taking action to flush through the water systems at agreed cyclical points
- Turning off all electrical items that are left on at the end of the school day
- Carrying out minor works in order to improve the site as required by the Headteacher and governing body.

Maintenance and development: external

The successful applicant will be responsible for making sure that the external school environment is maintained to the highest standards by:

- Maintaining the cleanliness and general tidiness of all external hard areas, sweeping them and tidying them on a regular basis
- Ensuring that the litter bins are emptied on a daily basis
- Maintaining the grounds and removing litter, including leaves in the Autumn when necessary
- Cleaning and clearing all drains and gullies to ensure effective and healthy operation
- Conducting cyclical inspections of the outside fabric of the school: fences, gates, walls, steps, external lights
- Undertaking designated gardening duties
- Clearing leaves, snow, ice or detritus as required by the school, including the treatment of surfaces with grit when necessary
- Inspecting all outside areas for dangerous materials and removing them, including external emergency clean of spillage.

Security

- Carrying out security procedures for school buildings and grounds.
- Opening and closing of school premises, including gates, doors, windows and fire exits for the purpose of school use, lettings or out of school hours functions (on an agreed basis), maintenance and emergency services.
- Regularly checking the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed.
- Liaising, as necessary, with the emergency services, including calling out of emergency services as required.
- Reporting any acts of vandalism to the Headteacher and police as necessary.
- Delivering items to other schools, as required by the Headteacher
- Conducting fire drills with the Headteacher on a termly basis
- Ensuring automated school gates are functioning correctly at the start and end of the school day.

Health and Safety

- Be aware of and comply with policies and procedures relating to child protection, the general safeguarding of children, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person
- Attend continued professional development as required to ensure all current legislation is understood
- Understanding Health and Safety regulations, including water safety and fire safety
- Regularly checking both internally and externally for any potential danger to pupils, staff or visitors and reporting immediately to the Headteacher
- Ensure the school is Health and Safety compliant and that all necessary checks are carried out, liaising with external contractors where necessary, and the Health and Safety spreadsheet is kept up to date
- Ensuring disabled accesses to and within the building are clear
- Respond immediately to any health and safety concerns, alerting the Headteacher and Business Manager of these.

Dealing with contractors

- Whenever feasible and appropriate avoid using external contractors
- If specialised skills are required for a job, work with the school's Business Manager to ensure best value for money from contractors
- Make arrangements to liaise with (meet with and supervise) contractors when they are used.

Lettings (to be agreed in respect of out of hours lettings)

- Comply with the school's lettings policy and the instructions received from the Headteacher / Deputy Headteacher and Business Manager concerning letting procedures
- Where requested by the Headteacher, be on site during the course of lettings to:
 - give any assistance to the hirer of the facilities hired
 - ensure that functions are conducted in an orderly manner and the behaviour of the hirer is not detrimental to the site or facilities
 - ensure that, where appropriate, the requirements of the Licensing Justices are met during any letting
- Carry out any necessary cleaning of areas within the letting agreement.

Moving things and setting things up

- Open gates for refuse and recycling contractors
- Move loads within and between the two school sites, ensuring safe handling requirements are followed at all times
- Set up rooms and halls for special meetings and events: moving tables, staging, lighting and chairs, as required, and clear away afterwards.

Administration and communication

- Confident and competent with basic Microsoft office programmes such as Outlook, Word and Excel
- Confident and competent with using an iPad
- Source and purchase materials for minor repairs
- Maintaining a variety of records and monitoring meter readings and fuel usage
- Manage the Site Manager's petty cash holding.

Other tasks

Other duties include:

- Emergency cleaning of human deposits (vomit, excrement)
- Engage in further training
- Engage in the school's appraisal system