

SITE MANAGER

JOB PROFILE: Site Manager

RATIONALE: To provide a well managed, clean and safe environment in which staff and pupils can work and study successfully.
To take an active 'hands on' approach on all aspects of the role, working closely with the Operations Manager using all resources available in providing a first class site support service to the school.

GRADE: 7

RESPONSIBLE TO: Operations Manager

RESPONSIBLE FOR: Caretaking Team, Cleaning Team (operational)

Staff

Responsibilities:

- Lead the caretaking team and to arrange cover during periods of staff absence.
- Allocation and monitoring of work.
- Undertake appraisal reviews for the caretaking team.
- Liaise with teaching and non teaching staff as appropriate.
- Liaise with and monitor contractors.
- Operational, day-to-day responsibility for liaison with Cleaning Supervisor to ensure the cleaning team is operating effectively
- Deputise for the Operations Manager in his absence
- Overview the R&M budget in liaison with the Operations Manager

Premises Responsibilities:

Security

- Ensure the security of the site and buildings in conjunction with the caretaking team including locking /unlocking and setting alarms.
- Undertake regular security checks and identify security risks.
- To liaise with police, security and fire alarm contractors.
- Operate and respond to alarm systems where appropriate.
- Ensure emergency access to school site and buildings.
- Monitor CCTV and surveillance equipment.
- Ensure out of normal hours service for unlocking/locking.
- Ensure the provision of suitable locks and keys.
- Ensure the buildings and site is safe from unwanted materials, fire hazards or any other items or situations that may pose a risk.
- To supervise the site and report any intruders or cases of vandalism.

Maintenance

- To manage periodic site inspections, maintenance and service tasks to ensure site facilities, fixtures and fittings are kept in accordance with statutory requirements and liaise with the Operations Manager with regard to budget.
- Keep up to date records of all periodic inspections, maintenance and service tasks.

- To organise and carry out minor decoration programmes as agreed with the Operations Manager
- Respond to emergency repairs and to ensure works are carried out to a satisfactory conclusion.
- To organise and carry out minor improvements e.g. erecting shelves, notice boards, bookshelves etc as per staff requirements.
- Manage routine maintenance, repair schedules and specialist repairs.
- To assist in the operation of a planned preventative maintenance programme and for routine inspections of the buildings, services, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions.
- To ensure the safe and satisfactory condition of minibuses, staircases, entrance/exit doors, evac chairs and ensure repairs are carried out. Keep up to date records of inspection and ensure files are maintained and replenished where necessary.
- Ensure the correct operation and maintenance of heating plant and electrical systems.
- Identify defects to site equipment, fixtures and fittings and arrange for the repair in accordance with statutory requirements.
- Undertake specialist cleaning duties.
- Coordinate deliveries throughout the school site.
- To ensure the waste collection programmes are implemented.
- To order materials and equipment and to provide a stock of common items for repair and maintenance.
- To ensure the periodic testing of fire alarm, emergency lighting systems and fire fighting equipment. Maintain and update records and files.
- To ensure the periodic testing of water temperatures, purging of water systems and cleaning of shower heads in accordance with the legionella risk assessment and statutory requirements. Maintain appropriate records and files.
- First point of contact (including out of hours) for heating failures, breakdowns and security issues and to attend site if required.
- To contact Headteacher or Operations Manager as appropriate.

Key Activities – Resources

- Contribute to planning, development and organisation of systems and policies.
- Create and maintain a purposeful, orderly and productive working environment.
- To assist with premises safety audits.
- To ensure risk assessments are carried out, control measures implemented and monitored on a day to day basis for all appropriate caretaking and cleaning tasks. The Operations Manager will carry out an annual review of risk assessments.
- Promote and ensure the health and safety of staff, pupils and visitors at all times.
- Ensure First Aid equipment and records are in place and up to date for all First Aid kits throughout the site on an annual basis
- Ensure COSHH assessments/records are maintained and up to date for substances and equipment used by caretaking and cleaning teams

Key Activities – Organisation, Supervisory & Managerial

- Manage the Site Team including assisting with training and development of staff.
- Provide highly specialist advice and guidance as required.
- Co-ordinate safe movement of furniture and equipment throughout the school
- To assist in the management and operation of sports hall and gym lettings.

- Be responsible for the selection and management of resources, within an agreed budget, cataloguing resources and undertaking audits as required.
- Manage Cleaning Supervisor to ensure cleaning is in accordance with cleaning schedules on a day to day basis.
- To organise and manage the maintenance of the minibus.
- To liaise with the Examinations Officer relating to exam timetables for setting up/down exam desks and chairs etc.
- To liaise with and supervise contractors and agents ensuring health and safety and child protection policies are complied with.
- Hold regular team meetings with managed staff.
- Attend all appropriate meetings e.g. Site and Buildings or Health and Safety Committee as instructed by the Headteacher.
- Take a lead role in recruiting site staff.
- Demonstrate and assist in the safe and effective use of specialist equipment/materials, and provide advice and guidance as required.
- Represent and liaise between managed staff and Headteacher and other staff.
- Undertake induction/appraisal/training/mentoring for managed staff.

Other Activities – Responsibilities

- Be aware of and to comply with policies and procedures relating to health and safety, child protection, security and confidentiality, reporting all concerns to the appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training and other learning activities as required.
- Recognise own strengths/areas of expertise and use these to advise and support others.
- Ensure compliance by self and others with all health and safety policies and procedures. Ensure safe use of equipment and materials.
- Establish constructive relationships and communication with contractors and other agencies/professionals.
- Attend and participate in regular meetings.
- To be financially aware and responsible for achieving value for money in appropriate areas of the budget.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.

The site Manager will be expected to carry out other reasonable requests and duties consistent with the role whereby fulfilling the needs of the school.