



JOB DESCRIPTION – SITE MANAGER

Job Title	Site Manager
Grade	Band 5
Reports to	Senior Deputy Headteacher & School Business Manager / Trust Business Manager
Job Purpose	<p>To ensure that the school site & buildings, learning environment and other facilities are maintained, and operate, to the highest possible standard.</p> <p>To lead and manage the Facilities Team</p> <p>To assist the Trust Finance & Payroll Manager & Senior Leadership Team with planning activities related to the school site & buildings</p>
DUTIES Management of Staff	<ol style="list-style-type: none">1. To plan, manage and co-ordinate the work of the Site Team (Site caretakers and cleaners) to ensure the school is provided with an efficient and effective service.2. To recruit, or assist in the recruitment, of facilities and cleaning staff, and to both oversee their induction and ensure that all training needs are met.3. To contribute to the delivery of training to site staff, where necessary and appropriate.4. To ensure that the school's employment policies and procedures in relation to recruitment, appointment, probation, pay, training and development, discipline, grievance, etc are adhered to in respect of Site and Cleaning employees.5. To record/check/authorise the hours of work and working patterns of individual employees (Site team) and to ensure that accurate records are maintained.6. To monitor and evaluate systems of delivery and to contribute to and implement planned improvements.
Site and Premises	<ol style="list-style-type: none">7. To assist the School Business Manager / Trust Finance & Payroll Manager in relation to improvement and capital works programmes and to contribute to the development of the school's Asset Management Plan, strategic planning and major projects.8. To organise and manage a programme of routine maintenance, re-decoration and servicing.9. To maintain a comprehensive premises register and schedule of all works completed, to cover: buildings, grounds, security, electrical, mechanical/plant, water/drainage, etc, etc10. To ensure that the site is cleaned, heated and lit and that all areas of the school are maintained and ready for use when required.11. Providing access, where possible to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.



	<ul style="list-style-type: none">12. To ensure the effective and efficient operation, servicing and maintenance of all heating plant and machinery.13. To ensure that all emergency maintenance is carried out promptly.14. To ensure that all toilet facilities are regularly checked, serviced and equipped.15. To ensure that all teaching areas are in good order and furnished to minimum requirements.16. To liaise where necessary with hirers and leaseholders with regard to their use of the school site.17. To ensure that the school's needs are met in relation to assemblies, examinations, after-school meetings, etc.18. To ensure that all rubbish and unwanted/redundant items are disposed of in accordance with current legislation and good environmental practice.19. To engage contractors for minor repairs/servicing/ maintenance in accordance with the school's financial procedures and tender requirements.20. To carry out, organise or supervise minor repairs/works where contractor employment is unnecessary.21. To act as the point of contact for on-site contractors and to liaise where necessary with surveyors and other consultants.22. To respond to emergencies and/or urgent requests for particular requirements relating to use of facilities.23. To ensure that portable appliance testing is carried out regularly on non-IT equipment.24. To organise and supervise portorage and handyperson duties, as required.25.
Security	<ul style="list-style-type: none">26. To ensure the security of premises and contents, including key holder responsibilities.27. To act as 1st emergency out-of-hours contact.28. To ensure the effective operation of fire and burglar alarms and to liaise with relevant contractors.29. To contact and liaise with Police and alarm company in the event of any unauthorised entry/ security risk.



	30. To maintain an accurate and complete record of all security-related incidents.
Health and Safety	<p>31. To liaise with the H&S consultant on facilities matters and to maintain an up-to-date knowledge of relevant H&S regulations and guidance.</p> <p>32. To undertake statutory and other risk assessments in the relevant areas of work.</p> <p>33. To ensure that all actions/reasonable precautions are taken where health & safety is an issue and to liaise with/advise staff as necessary.</p> <p>34. To complete H&S logs etc with H&S consultant. and disseminate information to and departments as required.</p> <p>35. To ensure prompt and effective response to fire alarms and to contribute to school fire drills and procedures.</p> <p>36. To ensure compliance with relevant regulation and guidance (e.g. asbestos, Legionnaires) and to maintain records.</p>
Budgets and Finance	<p>37. To manage the following revenue budget cost centres in line with best value principles</p> <ul style="list-style-type: none"> i) Cleaning materials and equipment ii) Repairs and maintenance iii) Grounds maintenance <p>38. To ensure that correct procurement processes (quotations/tenders, order of goods/materials, authorisation of invoices, exercise of budgetary control, etc.) are carried out in accordance with the school's financial regulations.</p> <p>39. To liaise with contractors to obtain competitive estimates and quotations, to monitor and verify works completed and to ensure that all obligations to the school are met.</p> <p>40. To monitor the cost-effectiveness of delivery and to initiate actions that ensure value for money in all day to day facilities related expenditure.</p> <p>41. To monitor the use of energy and water and to implement energy- saving strategies where possible with School Business Manager.</p> <p>42. To contribute to the maintenance of the school's fixed asset register.</p>
Other Facilities	<p>43. To liaise and assist:</p> <ul style="list-style-type: none"> a) The Sports Centre Manager in relation to public-use of the Sports Centre b) The Catering Manager, regarding kitchen facilities



	<p>44. To be the key holder of the school's minibs, and provide checks on returned documents, fuel replacement and cleaning at the end of day. Repair and maintenance, organisation of MOT, garage delivery/collection, etc.</p> <p>45. To liaise, where necessary, with licensing authorities, occupational health officers, fire officers and other statutory body representatives for facilities of the school, and to ensure that school meets their minimum requirements.</p> <p>46. To maintain an up-to-date knowledge regarding disabled access issues and contribute to the school's accessibility plan and related improvements to facilities.</p>
Miscellaneous	<p>47. To ensure that public and private lettings are staffed appropriately and proceed in accordance with both school policy and licensing requirements, to the satisfaction of both school and hirer</p> <p>48. To assist in the preparation and organisation of school events and activities e.g. parents' evenings, examinations.</p> <p>49. To ensure the efficient receipt, storage and distribution of incoming goods and deliveries.</p> <p>50. To undertake any other duties, arising from the use of school facilities, as may be required from time to time</p>
General	<ul style="list-style-type: none"> Such other duties relating to the use of the premises and site as may be necessary from time to time in accordance with established local practice or with the reasonable requirements of the school and Governing Body. <p>The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.</p> <ul style="list-style-type: none"> To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy <p>The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</p>