

Site manager (Single School) Job Description 2021

Every member of staff within St John Fisher Catholic School has the responsibility to make a positive impact on children's learning and wellbeing and to ensure they have the same positive impact on their colleagues. Each staff member is required to understand their role in this core purpose and to contribute to and support the Catholic Mission of the School, and support the overall vision, aims and ethos of the school in which they serve.

Living the Mission:

At St John Fisher Catholic School, the love of God helps us all to live, learn and grow to be a happy caring and welcoming community.

Job Title	Site Manager (Single School)
Grade	2020 Scale 5
Reports to	Headteacher, Deputy Headteacher and Senior Administrator
Responsible for	Premise Management and Team of cleaners
Liaison with	School staff, contractors, Building surveyors, the public/hirers, contractors,
Job Purpose	<p>To work in partnership with School Leadership to support the Catholic Ethos of the school, codes of practice and School's policies and procedures.</p> <p>To work with the school Governing Body and the Leadership team to develop and improve the learning environment.</p> <p>To ensure that the buildings and site are developed and maintained to the highest standards and that the health and safety of all members of the school community together with the security of the site are ensured.</p>
Main duties	<p>To be responsible for all aspects of site management within the school including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes security, cleanliness, portage, monitoring contracts / contractors, routine maintenance and refurbishment, minor repairs, advising the Headteacher on improvements to the general school environment, and to carry out maintenance programmes.</p> <p>To liaise with the Headteacher on works with the contractors on site.</p>
Security and Supervision	<ul style="list-style-type: none"> To organise and manage the work of the cleaning team. Act as keyholder and carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm(s). To provide cover for unlocking and locking up of other schools within the School, when required during term or school closure periods.

	<ul style="list-style-type: none"> • Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations. • Dealing with enquiries from officers and employees of the Local Education Authority, workers and contractors and, where appropriate, in liaison with the Headteacher. • Prevent unauthorised access onto the school premises or grounds. • Monitoring and ensuring the cleanliness of the School premises and furnishings. • To be responsible for the day-to-day oversight of contractor activity on site. • To be responsible for the security of the premises, liaising with external agencies / Police and other emergency services in this respect as necessary • To check, regularly, (at least monthly), all perimeter fences, security devices, fire appliances, CCTV systems and alarms • To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results recorded and ensure appropriate checking of such equipment by external agencies takes place as needed • To monitor, report and advise the Headteacher on all security matters • To be aware of all out of hours activities at school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings (be open to supporting this across the School where necessary).
Caretaking and maintenance	<ul style="list-style-type: none"> • Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures. • Making arrangements for the carrying out of routine procedures or inspections on ancillary equipment, e.g. checking automatic pumps and areas subject to flooding, and the maintenance of batteries. • Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage. • To identify and prioritise maintenance requirements and contribute to preparation of work programmes alongside Headteacher. • To carry out first line repairs and maintenance which are not beyond your competence: such as <ul style="list-style-type: none"> ○ plumbing work e.g. repairing a leaking pipe, simple installation work, such as plumbing in a new tap, or replacing washer etc.; ○ redecoration as appropriate; ○ plastering work such as repairing cracked or broken plaster, making good damaged walls, for example, following the removal of say, shelving or similar fittings; ○ fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc.; ○ Glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external. N.B. Specialist contractors would be used for repairs to large windowpanes or double-glazed units or windows at a high level. • Making arrangements for the washing of internal walls e.g. classrooms, corridors. • Making arrangements for window cleaning. • Making arrangements for the washing and cleaning of diffusers and replacing bulbs/tubes. • Ensuring that all areas within the confines of the site are free from litter and that all drains and gullies are free flowing and clean. • Making arrangements for the delivery of stores, materials and other goods and their conveyance to their points of distribution. Dispatching, goods, materials etc.

	<ul style="list-style-type: none"> • Ensure the main school hall floors are kept clean and polished and the hall floor is kept clean • Ensuring that adequate supplies of cleaning materials and other supplies are available. • Ensuring that all caretaking equipment is in a safe and working condition and arranging for their repair as appropriate. • Preparing the school premises and site for out of school activities and clearing up after these activities. • To instruct and supervise the gardening contractor ensuring the schools grounds are maintained to a high standard • To ensure all indoor and outdoor plants are adequately watered during school closure periods and to maintain flower beds, including planting where needed • To clear up bodily fluids after accidents adhering to health & safety procedures • To perform the summer cleaning of areas and equipment e.g. chairs, tables, windows, jet washing etc
Other duties	<ul style="list-style-type: none"> • Testing portable electrical equipment (when trained and accredited to do so). • Planning own work and that of cleaning staff. • Provide appropriate induction and training cleaning staff. • Maintenance of Inventory of / in respect of equipment. Carrying out an annual check of equipment against the Inventory. • To establish, monitor and maintain a list of repairs / improvements • To take energy readings on a monthly basis • To ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards
Health & Safety	<ul style="list-style-type: none"> • Ensuring the implementation and compliance with appropriate Codes of Practice throughout the School (in relation to premises and caretaking / cleaning issues) in liaison with the Health and Safety Officer for the School (Headteacher). • Monitoring the appropriate premises, caretaking and cleaning related Health and Safety procedures in use in the school and reporting any issues to the Health and Safety Officer for the School (Headteacher).
General	<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. • Establish constructive relationships and communicate across the School and with other agencies / professionals, in liaison with the leadership of the school, to promote a positive learning environment. • 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 • 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>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade. These duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.</p>

Site Manager

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of caretaking and/or buildings maintenance/security
	Knowledge of relevant policies and procedures	Knowledge of First Aid
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake general mathematical calculations
	Technology	Good knowledge of security, heating plant and other building systems Ability to undertake DIY tasks
Communication	Written	Ability to complete forms, write letters and reports
	Verbal	Ability to exchange complex verbal information clearly
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges
Working with children	Behaviour Management	Understand the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with others
	Team work	Ability to make an distinctive contribution to the work of the work a team
	Information	Contribute to the development and implementation of effective systems to share information
Responsibilities	Organisational skills	Excellent organisational skills Ability to remain calm under pressure
	Line Management	Ability to supervise and monitor the work of others
	Time Management	Ability to manage own time effectively Demonstrate a flexible approach
	Creativity	Demonstrate ability to resolve complex problems independently

General	Equalities	Awareness of and commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance