

The Heights Primary



Job Specification – Site Manager

Reports to: Business Manager

Hours: Full time, 37.5 hours per week ,52 weeks per year (includes 5 weeks of paid annual leave to be taken during school holidays).

The needs of the school will require a flexible approach to shift work, including some work at weekends.

Main Purpose: **Management of the School Site and Buildings**

1. Provide a safe environment for all users of the school site and buildings.
2. Act as a key holder and attend exceptional calls outside of school hours.
3. Security duties, such as locking and alarming the buildings at the end of the day.
4. Support for school activities/lettings outside of school hours.

Key Responsibilities:

Management of the school building:

- Operation of the school's heating/ventilation plant, lighting systems, lift and roof-mounted solar panel array.
- Support the Business Manager to ensure that maintenance of all plant, equipment and key systems (such as the fire alarm and firefighting equipment) is scheduled and maintained in accordance with statutory requirements.
- Liaise with the external cleaning contractor to ensure that standards of cleaning are high and that domestic consumables are replenished in all toilets and classrooms. Escalate issues to the Business Manager.
- Undertake ad hoc cleaning duties, including graffiti removal, litter picking and assembly of waste for collection. Undertake emergency cleaning duties/activities e.g. spillages and to maintain a safe, clean and orderly learning and working environment.
- Take reasonable action to keep drains, downspouts, waste pipes etc, clean and clear of minor blockages that are clearly visible.
- Advise the School Business Manager of faults to the buildings, fixtures and fittings which require specialist attention
- Deal with problems, unexpected situations and emergencies.

Management of the school site:

- Ensure that the waste bin compound is kept in a clean, orderly and safe state.
- Undertake light gardening duties and ensure school buildings, entrance areas and playgrounds are free from rubbish/leaves.
- Ensure paths and external surfaces are safe, eg. gritting as needed.

Health & Safety

- Carry out regular health and safety checks relating to legionnaire testing, playground equipment, emergency lighting and hazards around school. Identify any potentially unsafe practices and report findings to the Business Manager.
- Maintain Health & Safety Records such as the Ladder Register and Fire Record Book.
- Ensure any chemicals or harmful substances are stored according to the requirements of COSHH.
- Attend inspections by Health & Safety Governor/external Health & Safety Inspector as required.
- Manage and maintain school first aid kits, ensuring that they are adequately stocked according to expiry dates of contents.

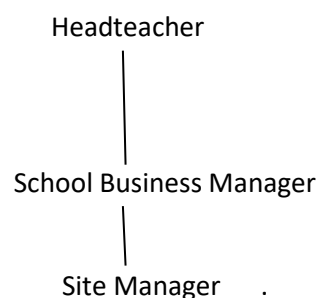
Other Duties

- Ensure that all equipment and tools used are properly maintained and in good working order and maintained according to any statutory requirements.
- Report any need for repair or maintenance work to the School Business Manager.
- Monitoring and ordering an adequate stock of appropriate materials and equipment.
- General portage duties including movement of furniture, equipment, waste (ad hoc) and deliveries within the school.
- Welcoming and liaising with contractors on site to ensure minimum disruption to the work of the school.
- Undertake other duties, consistent with the post and job description, as may be required from time to time by the Business Manager and/or Headteachers.
- Handyperson duties which may include minor repairs to furniture and fixtures and minor decorating tasks.
- Monitor and control repair/maintenance budget and ensure that resources are adequate to meet the demands of their duties.

Support for the School

- Duties should be carried out in the most effective, efficient and economic manner available.
- To play an active role in the life of the school.
- Be aware of, and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To undertake Health and Safety Training on areas within your remit.
- The school premises may be used during evenings and weekends for school activities and by outside hirers. The postholder will be expected, by mutual agreement with the Business Manager, to attend during lettings. A flexible approach to working patterns is, therefore, required. Additional payments for work outside of hours may be made dependent on the nature of the activity or letting.

Organisation chart



Contacts

Headteachers
 Teaching and support staff
 Parents and pupils
 Visitors; especially contractors on site
 Cleaning staff

Physical Effort

Moving and carrying furniture and other equipment e.g. desks, tables chairs, DIY equipment such as ladders, carrying some deliveries to the school to wherever they are to be stored.

Working Environment

Some of the work may need to be done out of doors such as repairs, and security checks in wet weather. Some work may also need to be carried out at height or on the school roof.

Development Opportunities

Assuming that a suitably qualified candidate is appointed there is the possibility to progress from Site Manager to Facilities Manager. The Facilities Manager role would involve more responsibility for managing the cleaning contract, other maintenance contracts and managing lettings and associated policies.

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.

Person Specification

Skills

Handyman/DIY skills.	Essential
Ability to work as part of a team and on own initiative.	Essential
Good organisational skills.	Essential
Ability to manage a budget.	Essential
Good Computer/ICT skills.	Desirable
Problem solving skills.	Essential
Good verbal and written communications skills.	Essential

Knowledge Base

First Aid and other Health and Safety training, such as COSHH or Legionnaire's testing.	Desirable (training can be provided)
Knowledge of routine preventative maintenance.	Essential
Full driving licence, (preferably with D1 Essential Experience).	Essential

Experience

Similar previous role in an educational establishment.	Desirable
Experience of working with external contractors.	Desirable
Practical experience such as carpentry, engineering or other DIY skills.	Desirable

Attitude/Approach

Honesty and Integrity	Essential
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Professional and approachable attitude	Essential
Willingness to learn new skills	Essential
Self-motivated with a positive "can do" attitude to work	Essential
Reliable	Essential
Flexible over working hours according to the needs of the school	Essential