

Site Manager – Job Description

Post: Site Manager

Location: Relevant Hub

Responsible to: Director of Estates

Responsible for: Premises Assistants The security of the premises and related health and safety, maintenance and cleanliness of the school building and site.

Hours: 5 hrs per week, 52 weeks a year.

Grade: H5

This job description is not necessarily a comprehensive definition of the post. It may be modified by the line manager, with your agreement to reflect changes which are commensurate with the salary, the role title and the school or Academy Trust development plan.

Job Purpose

To ensure that all aspects of the school site, both internal and external, are maintained to a high standard with regards to health and safety, security, and cleanliness. With direct responsibility for minor and day-to-day repairs, refurbishments and decorations of both a reactive and planned nature. All to be undertaken to ensure the whole School environment runs safely and efficiently.

Personal and Professional Standards

- To support the aims and Catholic ethos of the school
- To be a role model in terms of professional dress and appearance, punctuality and attendance

- To use the performance appraisal process for support staff to take responsibility for own personal and professional development
- To share the school's commitment to safeguarding and promoting the welfare of children and young people, and to report any concerns to an appropriate person
- To be aware of and comply with all relevant policies and procedures within the school and Academy Trust (incl. Code of Conduct, Health and Safety, Confidentiality, Safeguarding and Data Protection)
- To participate in training and other learning activities commensurate with the post
- To attend and participate in meetings as required
- To be able to communicate effectively in writing and orally
- To lead training on Health & Safety issues where appropriate

Main Areas of Responsibility

- To line manage Premises Assistants in the Dacorum Hub and ensure they are conducting their duties in accordance with their job descriptions.
- To ensure that compliance and annual maintenance and servicing is conducted on all mechanical plant and equipment, logged on Statlog and any remedial works arranged and completed.
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory.
- To organise and carry out minor decoration programmes as agreed with the Head teacher. To ensure that either directly or by negotiation with contractors, urgent minor repairs to the school's buildings are undertaken.
- Arrange for general maintenance within specialist areas to ensure safe and effective operation
- To be responsible for making appropriate arrangements for dealing with emergencies which occur outside normal hours.
- Responsible for contractors whilst on site and ensure work is completed to the required standard
- Purchase premises related equipment and supplies within an agreed budget
- Provide support for tenders and quotes
- To assist with the bookings and lettings of school facilities to outside organisations and school staff
- To ensure a programme for the maintenance and security of the buildings and grounds is developed, budgeted for and implemented as agreed with the Head teacher and Director of Estates.
- To assist in the organisation, arrangements and monitoring of various related contracts.
- To be pro-active in identifying and recommending of site and/or building improvements.

- To respect the confidentiality at all times of all matters relating to the school, pupils and staff.
- Responsible for ensuring the security of school buildings and site
- Act as designated key holder, providing out of hours and emergency access to the school site

Cleaning

- To ensure that the satisfactory levels of cleanliness and hygiene are maintained regularly with regard to buildings, litter bins, external walkways, drives, playgrounds, gullies, car parks, playing fields and gardens.
- To ensure the maintenance and supply of adequate stocks of caretaking and cleaning materials, including keeping all records for COSHH regulations up to date, and liaise with the Director of Estates accordingly.
- Manage own budget and provide regular reports to the Head teacher and Local Academy Council.
- To ensure the responsible operation, care and maintenance of all equipment and tools associated with caretaking, maintenance work and cleaning and to ensure that proper safety standards and requirements are applied.

Security

- To ensure adequate security of buildings and premises (including lighting when relevant) at all times and to comply with any special security requirements as directed by the Head teacher.
- To hold securely a full set of school keys.
- To recommend to the Head teacher any suitable and appropriate improvements to the security of the building and to report any breaches of security.
- To security mark all items and equipment belonging to the school as required by the Head.

Health and Safety

- Carry out regular health and safety checks of buildings, grounds, fixtures and fittings (incl. compliance with fire safety regulations) and equipment, and of systems such as heating, cooling, lighting and security (CCTV/alarms)
- To advise the Head on all relevant Health and Safety regulations and to advise on any issues contravening or affected by those regulations and to have special responsibility for public safety, accident prevention, reporting and investigation, fire drills, alarms and/or systems.
- To ensure that all relevant Health and Safety rules and regulations are complied with by all staff.

- To report the contravention of Health and Safety Regulations by contractors working on site that could be detrimental to the health, safety and well-being of pupils, staff and visitors.
- To undertake safety audits of the premises including Risk Assessments as required by the Head and implement any required actions.

School Activity Programmes

- To assist in the preparation of the premises for school events, reception of visitors, car parking etc
- To assist the Head in conjunction with other staff in the co-ordination of all uses of the school site.
- To facilitate the use of the school building and grounds by the local community.

Gardens and Grounds Maintenance

- To liaise with grounds maintenance contractors to ensure the premises are maintained to the required standard. To undertake additional grounds and garden works from time to time that fall outside of the main grounds maintenance contract.

Key Contacts

- Director of Estates
- Headteacher & Senior Leadership Team (SLT) and ASCAT Central team
- Teaching and Support staff, Students and Visitors
- Building Project Management Company
- Building trades, Contractors and appropriate Local Authority (LA) staff
- Cleaning staff or contract cleaning supervisor (as appropriate)
- External hirers/community groups

Knowledge, Experience, Training

- Experience of working in a school or similar environment is desirable but not essential
- Knowledge of policies and procedures and related H&S legislation is essential
- Flexibility and sensitivity to the needs of a wide range of users of the school is essential
- Evidence of success in handyperson or DIY tasks is essential
- Post requires short periods of physical effort such as bending, stretching and using tools and equipment

Decision Making

- Ability to prioritise (and re-prioritise tasks where required) to ensure the site is kept functional
- Ability to analyse faults and work through options to solve problems
- The post holder will be expected to manage their own workflow and that of the Premises Assistants and carry out appraisals and ensure that staff receive the appropriate and adequate training.
- The post holder is expected to act on his/her own initiative

The duties and responsibilities listed above describe the post as it is at present. The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or responsibilities entailed. Such variations are a common occurrence and would not justify a re-evaluation of the post. However, in cases where a permanent and substantial change in the duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

Safeguarding Statement

All Saints Catholic Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to understand and share this commitment. The successful applicant will be subject to an enhanced DBS check, at least two satisfactory references must be provided, and any other safeguarding checks that are required at the time of appointment will be applied to the pre-employment process. All offers of employment are conditional and subject to safeguarding checks being met successfully. The Trust reserves the right to withdraw an offer of employment should it deem preemployment checks as unsatisfactory. Following the shortlisting stage, and prior to making a final decision, the Trust/School will collect and process information publicly available about you by conducting a brief online search using an internet search engine. We do this to ensure that the school acts in accordance with its obligations set out in the latest version of KCSiE. By signing the application form I understand that I am giving my consent for the Trust/School to carry out an online search if I am shortlisted for this post. The search would be part of the Trust/School's due diligence in line with the latest KCSiE guidance and would be limited to identifying any incidents or issues that have happened and are publicly available online. I understand that the Trust/School might want to explore any such incidents or issues with me at interview.