



**HERTFORDSHIRE COUNTY COUNCIL
CHILDREN, SCHOOLS & FAMILIES
MODEL JOB DESCRIPTION**

TITLE OF JOB : Site Manager
LOCATION : St Meryl School
GRADE : H3

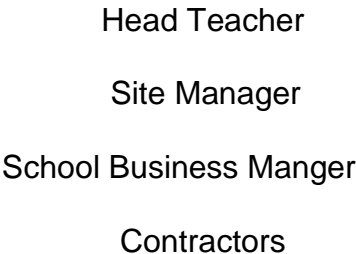
1 PURPOSE OF THE JOB

To be responsible for all matters relating to the satisfactory operation of the school's building and grounds.

2. MAIN AREAS OF RESPONSIBILITY

- Security of the school's buildings and grounds
- Opening and closing the school during working hours and for lettings
- General portorage duties including movement of furniture and equipment within the school
- Daily and periodic cleaning of designated areas of the school building and grounds according to schedule of work
- Work with the Head Teacher to plan the school's building and maintenance programme
- Handyperson duties which may include minor repairs to furniture and fixtures and minor decorating tasks
- liaison with contract cleaning staff
- Work with the Head Teacher to monitor health and safety and take responsibility for carrying out checks such as fire, COSHH, asbestos, water etc.
- Oversee the work of any contractors in the school and ensure compliance with health and safety requirements
- Groundskeeping including maintenance of hedges and cutting of grass
- Such other duties which may arise from the use of the premises
- Contribute to a working environment which supports equal opportunities and anti-discriminatory practice.

3. ORGANISATION CHART



4. SUPERVISION

The post holder will work largely on his/her initiative subject to the general and specific direction of the Head Teacher and will directly supervise the work of any contractors in school to monitor any works being carried out by them, as appropriate.

5. JOB CONTEXT

The balance of work will be reviewed from time to time according to the changing needs of the school although the opening and closing of the school, security and cleaning will take place every day. The post holder needs to be willing and able to work during weekends and evenings when required. The post holder is a designated keyholder of the school.

6. CONTACTS

Head Teacher
Teaching and support staff
Parents and pupils
Visitors especially contractors on site
Governors
Hirers
Cleaning staff or contract cleaning supervisor (as appropriate)

7. KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of working in school or similar environment
- Flexibility and sensitivity to the needs of a wide range of users of the school
- Knowledge of efficient cleaning methods and material is desirable
- Evidence of success in completing handyman or DIY tasks (paid or unpaid)
- Awareness of the requirements of health and safety legislation and good practice relevant to the duties of the post.

8. PROBLEMS AND DECISIONS

- Advising the Head Teacher of faults to the buildings, fixtures and fittings which require specialist attention
- Monitoring and ordering an adequate stock of appropriate materials and equipment.
- Appointing (in conjunction with the Head Teacher) and supervising contractors
- Liaising with contractors on site to ensure minimum disruption to the work of the school

9. FINANCE AND RESOURCES

The post holder will be responsible for the maintenance of any machinery or grounds keeping equipment used by the school.

10. 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.

11. WORKING ENVIRONMENT

Some of the work will be done out of doors such as repairs, groundskeeping and security checks in wet weather.

12. ADDITIONAL INFORMATION

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 Head Teacher to attend during lettings for which additional payments will be made in accordance with agreed County Council rates.

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.

13. DISCLOSURE AND BARRING

This post is classed as having a high degree of contact with children and is exempt from the rehabilitation of offenders act 1974. An enhanced disclosure will be sought through the disclosure and barring service as part of Hertfordshire County Council's pre-employment checks.