



Broseley Church of England Primary School

Job Description

Job Title:	Site Manager
Grade and Salary:	Level 3 - Grade 6- SCP 18-21; Salary: £18,,870 - £20,541
Hours and Weeks	37 hours per week; Full year
Responsible to:	Headteacher

1. General Information

Under the guidance of appropriate senior staff: be responsible for maintenance, security and facilities management services on school sites and premises and provide specialist support in a specific resource area. Be responsible for the maintenance of a clean and hygienic school interior.

2. Purpose

The Site Manager will be responsible for the security and maintenance of the whole school site and to ensure that the school complies with all current legislation relating to site safety and management. The postholder will promote and participate in achieving the most efficient and economic use of the school premises, plant, equipment and materials.

The Site Manager is responsible for the efficient and effective management of the site and related functions involving:

- Contributing to the overall/ethos/work/aims of the organisation
- Managing site contractors
- Being accountable for the general maintenance and upkeep of the site and buildings, managing building/repair works in liaison with the Line manager and the Premises and Health & Safety Committee, keeping appropriate logs, records and reports
- Taking responsibility for the security of the site from the start to the end of the school day
- Taking a lead role in Health and Safety
- Ensuring organisational procedures and legal requirements are adhered to in relation to discrimination legislation and equal opportunities and that all people are treated in a way that respects their abilities, background, values, customs and beliefs

3. Main Duties and Responsibilities

- a. To use premises management software on a day-to-day basis.
- b. Ensure that maintenance and enhancement complies with relevant Building and Health and Safety regulations
- c. Ensure effective arrangements for the security of the premises and contents, including setting night security systems and responding to emergencies affecting the school premises outside normal hours.
- d. Ensure arrangements are in place to keep the buildings clean, in good order and decorated as required by developing a rolling programme of repairs and maintenance work.
- e. Carry out a general risk assessment for the premises and ensure that specific risk assessments are carried out for tasks performed by premises staff.

- f. Ensure that all furniture arrangements and accommodation requests are in place on time, especially for examinations, and including erection and dismantling of staging for school productions.
- g. Ensure that school mini-bus is clean, satisfactorily maintained and held securely when not in use.
- h. Manage the Site Maintenance budget, passing all orders through the School Business Manager office, checking deliveries and invoices.
- i. Maintain the school grounds to a high standard including all lawns and beds and ensuring grounds are litter free. Where required, liaise with contractors and maintain cost-effective schedules.
- j. Manage all contractors on site, ensuring that all health and safety requirements are met, monitor their performance and inspect completed work.

4. Organisational Effectiveness

Leading on Site Management in a way that secures organisational effectiveness and continuous improvement by:

- Understanding and supporting the culture, ethos, policies and aims of the school
- Understanding and adhering to safeguarding principles and practices in the school and identifying the named person leading on Child Protection
- Conducting yourself in your work to reflect the mission statement of the school and its commitment to achieving good outcomes for all of the students
- Complying with systems, policies, procedures and resource constraints
- Ensuring that the site is managed lawfully, ethically and morally
- Understanding, supporting and contributing to the organisation's self-review process and improvement/development plan

5. Building and Site Maintenance

Manage a range of services to ensure the school is a clean, warm, safe and secure environment to work in by:

- Planning and managing relevant services and contractors to ensure agreed standards are met for repairs, emergencies and general maintenance and that services are delivered on time and within budget
- Monitoring projects and contracts in a planned way
- Dealing with problems and assessing risks
- Recommending and implementing actions for improvement that meet the organisation's needs

6. Health, Safety and Security

Comply with and assist with the development of policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Ensuring that the organisation meets the required standards for Health, Safety and Security and that robust monitoring takes place in order to secure the highest standards and seek continuous improvement by:

- Identifying your, and the organisation's, responsibilities and liabilities under Health and Safety
- Legislation, environmental and quality standards, and keeping yourself up to date with them
- Reviewing health and safety, environmental and quality responsibilities to ensure they are consistent with legal and organisational policy, requirements and expectations
- Communicate to relevant people in the organisation responsibilities and liabilities for meeting legal, regulatory and internal requirements for health and safety, environmental impact and quality
- Assessing the resources required to meet health, safety, environmental and quality standards and ensuring they are in place

- Ensuring the organisation has a written health and safety and environmental policy that aims to minimise risks to others and the environment by regular risk assessment update
- Demonstrating that your own actions reinforce the messages in the organisation's health and safety and environmental policy statements
- Ensuring appropriate systems and procedures are in place to accurately record breaches in health and safety and environmental requirements and that these are reported as appropriate
- Identifying where improvements can be made to health and safety, environmental impact and quality and recommend actions for change
- Ensuring adequate security of the building and premises at all times, including regular security checks, and identify security risks.
- Responsible for ensuring site/premises are clean and litter free, including drains gullies and hoppers.
- Use equipment within Health and Safety regulations and deal with any faults
- Be responsible for own health and safety as well as colleagues.
- To adhere to COSHH regulations on consumables and the use of protective clothing and equipment.
- Overalls and safety footwear will be provided on loan by the school and must be worn whilst on duty and must be returned when employment ceases.

7. Maintaining Professional Competencies

- To operate within agreed legal, ethical and professional boundaries when working with students and young people and those involved with them.
- Help to create and sustain a learning culture using current teaching strategies such as cooperative learning structures
- Ensure own professional competence remains sufficient to provide effective support for your practice and development. Keep informed of relevant legislation
- To attend training and professional development sessions. Contribute to the identification and sharing of good practice.
- To meet regularly with the designated line manager
- To treat students, parents, staff and visitors with care, consideration and courtesy in accordance with the School's ethos and values.
- To promote a favourable image of the school
- To present high standards of personal appearance in accordance with the School's ethos and values.

8. Professional Relationships

The Site Manager's key attributes include flexibility, personality and approachability and will develop productive relationships with others when managing the site by:

- Consulting and communicating effectively with stakeholders in the school (including pupils, colleagues, line manager, parents and Governors)
- Managing conflicts, misunderstandings and disagreements to ensure that the school's needs are met
- Seeking line manager support where necessary and appropriate
- Reflecting on the effectiveness of professional relationships and identifying where improvements can be made

9. Manage resources efficiently

Develop effective strategies for energy and resource management that reduce the organisation's carbon footprint and encourage the efficient use of natural resources by:

- Communicating to your line manager and other stakeholders the long-term benefits of making improvements to energy efficiency of buildings and facilities

- Contributing to the development of effective strategies for energy management, including those required to upgrade energy efficiency, that are sustainable and take account of identified best practice
- Ensuring that, where appropriate, the sources of energy used are renewable and, where possible, sustainable, taking into account cost-effectiveness, regulatory and legal requirements
- Reviewing buildings and facilities to identify where improvements can be made to energy efficiency
- Ensuring that those responsible for procurement consider energy efficiency and sustainability as a priority, regarding issues such as building fabric and insulation
- Ensuring that issues of energy efficiency and environmental impact are taken into account when assessing the viability and sustainability of new and existing facilities
- Minimising demands on natural resources such as water and energy
- Understanding and regular monitoring and reporting of energy consumption of the school
- Keep up to date with technological advice and options on energy reduction for example using the Carbon Trust website
- Employing practices that minimise the environmental impact of site management, such as on pollution and carbon footprint
- Making the most efficient use of materials, equipment and consumables in site management practice
- Be responsible for ordering caretaking and cleaning equipment
- Noting, monitoring and reporting any defects in the school buildings to the Business Manager
- Monitor the work of contractors working on site
- Encouraging and managing recycling across the organization
- Ensuring that suppliers and contractors adopt sustainable practices wherever possible
- Contributing to the development, implementation and revision of sustainability policies and practices
- Adopting an approach to site management that impacts positively on the local and wider community

Person Specification

Site Manager

Criteria	Standard
Experience	<ul style="list-style-type: none"> • Supervisory experience • Evidence a sound knowledge of health and safety legislation • The post holder should, ideally, have previous experience of managing staff • Must have good all round ability in general maintenance. • Must be able to act on own initiative to ensure all standards are met. • Ability to work to tight timescales is essential. • To have a pride in the presentation of the School facilities. • Working unsupervised and on own initiative
Qualifications	<ul style="list-style-type: none"> • To be educated to NVQ 4 or equivalent experience • Have qualities required to lead and manage staff. • COSHH trained • Trained to undertake risk assessments • Manual handling and Ladder training • This is a manual job and it is more important to have the physical stability, flexibility and skills to do the job.
Knowledge/Skills	<ul style="list-style-type: none"> • Be fit and able to lift appliances unaided • To be able to work at height with the use of ladders when necessary • Knowledge and understanding safe working practices and health and safety legislation and complies with the proper health and safety policies and procedures (i.e. when using cleaning chemicals, reporting incidents) • Able to operate electronic maintenance equipment.
Personal style and behaviours	<p>Develops good relationships with others by behaving with integrity, treating people with respect and leading by example.</p> <p>The post holder will be:</p> <ul style="list-style-type: none"> • Hardworking and Reliable, Approachable and Flexible - Working extra hours when needed if possible • Have initiative and common sense • Determines the neatness, accuracy and thoroughness of the work assigned. • Able to handle sensitive information, maintaining confidentiality when necessary; • A good role model • Able to work collaboratively with other adults. • Responsible, honest and reliable • Have good verbal communication skills to deal with pupils and adults • Well-organised and capable of prioritizing their own work • Happy to work on their own or as part of a team • Able to work effectively to tight time scales • Honest, trustworthy and reliable • Security conscious at all times

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person-specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for all employees and volunteers. We are a no smoking site.