

## Job description: Site Manager

### Employment details

Job title:	<b>Site Manager</b>
Reports to (job title):	<b>SLT</b>
Type of position:	<b>Permanent</b>
Hours of work:	<b>6am to 1pm (negotiable finish time) 32.5 hours per week</b>
Level and scale point:	<b>Aspire Grade 5</b>

### Job Purpose

To undertake efficient maintenance of the building and site, including certain technical and administrative duties to ensure their most effective use.

### **MAIN RESPONSIBILITIES**

- Maintain the school building, including effecting repairs and improvements in order to fulfil the school's specific responsibilities under legislation. Undertake minor repairs (electrical, plumbing, glazing, joinery) as necessary.
- Monitor and operate the engineering system of the whole site and advise management of any faults in order to ensure the most economical use of fuel and water.
- Supervise contractors when undertaking work on academy buildings and grounds, checking that agreed work by contractors has been completed satisfactorily and follow up on any deficiencies
- Monitor, operate and maintain appropriate site security systems, including opening of the building at the beginning of the school day and responding to call outs as necessary in order to provide satisfactory security arrangements.
- Responsibility for accurate and timely record keeping and reporting of weekly and monthly checks such as L8 flushing, plant room and alarm tests, fire safety checks and logs, emergency lighting tests. Ensuring that remedial works are carried out where necessary.
- Manage records, information, and data, via the Trust compliance system (SmartLog)
- Manage all fault reporting via the Trust compliance system (SmartLog)

- Arrange service and maintenance visits and ensure supporting documentation is received, retained and any remedial work is undertaken (working with appropriately qualified and experienced consultants as appropriate).
- Act as Health and Safety Representative, maintain and monitor Health and Safety standards, reporting any failures to comply with the school's statutory obligations in this area to the Vice Principal and ensure that contractor's work meets Health and Safety Regulations.
- Ensure next steps from audits are completed through a scheme of works of priorities.
- Liaise with the School Bursar regarding costs and best value for money in regards to whole site maintenance, ensuring finance processes are followed.
- Organise and supervise the work of caretaking and cleaning staff; allocate, and give guidance upon the performance of day-to-day tasks to be undertaken.
- Liaise with cleaning contractor to ensure all areas of the school are cleaned to standard in-line with school opening times.
- Organise and carry out portering and cleaning duties (including the moving of heavy furniture) which will secure the most efficient use of resources.
- Order supplies in order to maintain the necessary stock of appropriate resources using the school's finance software.
- Support the School Finance Officer to maintain the inventory system
- Carry out banking duties as required.
- Carry out other duties appertaining to the use of the premises as may be necessary from time to time in accordance with the reasonable requirements of the Principal.

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the principal/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

## Person Description: Site Manager

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Knowledge and Experience</b>	GCSE Grades C (4/5) or above incl. Maths & English, or equivalent	NVQ Level 3 or equivalent
<b>Skills and Abilities</b>	Basic plumbing, joinery and electrics knowledge Basic and specialist cleaning processes Site Security Systems Experience in understanding Health and Safety regulations COSHH Climbing ladders to ceiling and roof height Lifting heavy items Safer handling guidelines	Experience of working in a primary school Knowledge of contractors and Service Level Agreements Knowledge of school security Knowledge of Health and Safety regulations in a school setting
<b>Personal Qualities</b>	Ability to lead and motivate a team effectively Ability to present straightforward reports Ability to undertake a range of maintenance tasks Ability to test, set and disarm alarms Ability to work to deadlines and under pressure Planning skills Judgement of when to carry out a repair and when expert help is needed Fact finding and problem solving Ability to work on own initiative and as part of a team Willingness to attend job-related training Good ICT skills/computer literate Ability to respond to changing priorities Excellent communicator at all levels	
<b>Other Requirements</b>	Good communication skills (both written and oral) Ability to persuade and negotiate	Adaptable on approach to work Ability to attend site within 30-45 minutes - current full driving license

	<p>Good interpersonal skills</p> <p>Good organisational skills</p> <p>A commitment to providing an excellent safe and secure working environment for staff and students</p> <p>Availability for call-out duties (respond to alarms)</p> <p>Ability to undertake manual work and to perform tasks included in the job description.</p>	
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