

Site Manager

Grade 5, Scale Point 22-26

Job Description and Person Specification

Job Description

The Site Manager manages the Site Team, which has specific responsibility for the day to day maintenance and security of the school's buildings, grounds, playing surfaces, site infrastructure, and site logistics. The SM is responsible to the School Business Manager (SBM) (the designated line manager), for providing a wide range of proactive and planned, maintenance and refurbishment services for both buildings and grounds, and to ensure compliance with all Health & Safety legislation and recommended practice relevant to the role. The post holder will also be expected to liaise closely with Headteacher, and other senior staff.

Main Duties and Responsibilities

The Site Manager will be required to undertake the following activities:

1. To be responsible key holder and manage maintenance, security and facilities systems on site including alarm systems, CCTV and surveillance systems.
2. Portering across the site.
3. Maintaining the site, ensuring it is clear of litter and hazards and carrying out routine grounds work.
4. The management of the site team, including monitoring of work, recruitment and induction of site staff.
5. Ensure that the Site Team is provided with the necessary on-the-job training.
6. Ensure all duties of the Site Team are undertaken in a safe and responsible manner in accordance with requirements under Health & Safety regulations, established safe systems of work and Trust policies, practices and procedures.
7. Arrange weekly team briefings, and attend training courses identified as essential to meet the requirements of allocated tasks.
8. In the absence of cleaning staff to carry out cleaning duties as required.
9. Authorising orders and invoices for repairs and minor new works within limits specified in the Finance Procedures.
10. Maintain records of inspections, checks, repairs and minor new works.

11. Undertake proactive planned inspections of all buildings, fences and outside hard surfaces to identify faults for rectification, and potential/actual H&S hazards, as well as to inform planning for the rolling refurbishment programme.
12. Assist the SBM to produce costed plans for capital and major improvement works.
13. Act as the main point of contact for all contractors working on the school's buildings and grounds (except for designated capital projects), especially during times when the school is closed, attending site meetings and escort contractors as required.
14. Carry out physical tasks and a level of maintenance within their competence when required (eg redecoration, minor works).
15. Maintain good working relationships with Senior Leaders, Support Staff Team Leaders and contractors appointed to undertake buildings and grounds maintenance tasks.
16. Meet formally with the School Business Manager (weekly) to review the maintenance and refurbishment programme, and the progress of associated budgets.
17. Maintain an understanding of the School Business Manager's role in relation to facilities activity, especially capital projects, and cover key tasks in their absence. Cover for the Cleaner in Charge in their absence.
18. Take account of the Health & Safety (H&S) risks associated with tasks that need to be undertaken and use/wear the appropriate safety equipment.
19. Report H&S hazards which cannot be dealt with immediately to the SBM or in their absence a Headteacher.
20. Ensure safety hazards are clearly identified and cordoned off.
21. Oversee the school's H&S requirements related to buildings and site maintenance, prepare & document risk assessments & safe working procedures, liaise with the appropriate professional advisers/contractors and compile legal documentation.
22. Support the SBM in the management of a programme of contracts (e.g. Legionella control, asbestos, firefighting equipment, fire alarms, fire risk assessment, PAT testing etc).
23. Responsible for ensuring an effective removal, storage and waste disposal service.
24. Attend meetings of the H&S Group.
25. Oversight of site security, liaising with the emergency services as required. Maintain links with the other local stakeholders, and maintain a register of security incidents.
26. Maintain plans and manage the initial response to emergencies (e.g. school closure, fire, security incidents, utility failure or leakage, flooding, snow & ice, etc).

27. Ensure the safekeeping and return of any keys issued for access to rooms and observing all procedures in respect of building security, energy conservation and confidentiality of information.
28. Asset register holder for facilities equipment. Undertake and supervise asset register checks and random checks (for all faculties) as required.
29. Plan and oversee the Site Team's support for major school events (Open Days, Parents Evenings, etc).
30. Oversight and maintenance of the Hall and other facilities let to the community, including risk assessments for public events and productions.

Other Duties

31. To be responsible for promoting and safeguarding the welfare of the children and young persons that the post holder might come into contact with during his/her day to day duties around the school site.
32. To carry out any other reasonable instructions given by SBM or Headteachers.
33. Where appropriate to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the Headteacher.

General Conditions

All duties must be carried out in such a way which takes reasonable care for the health and safety of him/herself and other people who may be affected by his/her acts or omissions at work while also complying with:

- The Health & Safety at Work Act.
- Act of Parliament, Statutory instruments and regulations, as well as other legal requirements.
- Relevant nationally agreed Codes of Practice.

Site Manager Person Specification

Detailed below are the types of qualifications, experience, skills and knowledge which are required. The Essential column shows the minimum essential requirements for the post.

The Desirable column shows additional attributes which would enable the applicant to perform the role more effectively with little or no training. They are not essential, but may be used to distinguish between applicants.

Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.

The Category column indicates the method of assessment:

A = Application C= Certificate I = Interview R = Reference

Selection criteria	Method of Assessment	Essential	Desirable
1. Qualifications and Experience			
Technical Competency (Qualifications and Training)	A, R		✓
English & Maths to GCSE Grade C or equivalent level	A		✓
NEBOSH/IOSH or other relevant Health & Safety qualification	A		✓
IT qualification	A		✓
Building services or a mechanical / electrical qualification at HND level or equivalent	A		✓
BIFM recognised qualification relating to Facilities Management	A		✓
Wide range of facilities management experience including supervising contractors	A, I, R	✓	
Experience of providing quality performance management for a team, setting individual & relevant targets & conducting regular reviews	A, I		✓
Full working knowledge of relevant policies/code of practice/legislation/H&S procedures & regulations	A, I	✓	
Previous experience working in the education sector	A, R		✓
Wide range of administrative experience	A, I		✓
Substantial experience in planning and managing a variety of facilities management projects by creating relevant work plans and systems	A		✓
Must be in possession of a full, valid driving license	A	✓	

2. Skills and Attributes			
Ability to keep accurate records – paper and electronic	A, I	✓	
Excellent interpersonal skills	A, I	✓	
Strong organisational skills with the proven ability to multi-task and prioritise own work and that of others to meet deadlines	A, I	✓	
Competent in using Microsoft Office products and being able to use these to provide information / reports for colleagues	A	✓	
Excellent communication skills, both written and verbal	A, I	✓	
Ability to manage conflicting and changing priorities	A, I	✓	
Competent in managing budgets and implementing cost controls	A, I		✓
An ability to undertake all the physical aspects of the job	I	✓	
Knowledge of manual handling procedures	A	✓	
Willingness to gain awareness of COSHH regulations and other regulations relevant to the role	A, I	✓	
3. Personal Style and Behaviour:			
Ability to remain calm under pressure	A, I, R	✓	
A positive and flexible approach	A, I	✓	
Highly organised and methodical	A, I	✓	
Personable, approachable and courteous at all times	I	✓	
Energy, enthusiasm and resilience	I	✓	
Customer focused	I	✓	
Ability to develop positive relationships with colleagues & others	I	✓	
High levels of integrity, dedication and commitment	I, R	✓	
Commitment to continuous service improvement.	A, I	✓	
Personal commitment to self-development.	I	✓	
4. Other			
Willingness to consent to and apply for an enhanced/standard Criminal Records Bureau disclosure check	A	✓	
Awareness of and commitment to Safeguarding	A, R	✓	
Awareness of and commitment to Equality and Diversity	A	✓	
Awareness of and commitment to Environmental Issues	I	✓	
Commitment to personal development	I	✓	