



Job Description for Site Manager

Salary: BEX06

Hours: 20 hours per week working flexibly within the hours of 7am to 6pm working 52 weeks of the year.

Duration: Part time and permanent subject to satisfactory 6 months probation period

Purpose of the job

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

Working to the direction of the Business Manager the Site Manager will be responsible for carrying out the duties of the post with regard to the school's equal opportunities policies and shared values.

Hours

The Site Manager shall work a number of hours determined by the Principal and specified within their contract of employment although there is a requirement to work reasonable additional hours to enable effective discharge of duties.

The hours may be changed as the needs of the school change.

The Site Manager is entitled to a 15 minute break within any 5 hour shift. When working shifts longer than 6 hours they are entitled to an hour's break i.e. at work 7 hours including 1 hours break. At times these breaks may be shortened if circumstances require.

SITE MAINTENANCE

Responsible for maintaining the site in a good state of repair and appearance including all buildings and facilities, roads and pathways, grounds and gardens.

Principal Tasks

- Undertake emergency and planned maintenance and repairs within capability; respond effectively and maintain a log of such works.
- Maintain all equipment, tools and plant in a safe and good condition; liaising with external suppliers and services where necessary.

- Maintain the school grounds to a high standard including all lawns and beds; ensure grounds are litter free. Where required, liaise with external contractors to maintain cost-effective schedules.
- Liaise with the Principal and Business Manager in the preparation of maintenance and capital expenditure project / work plans; liaise with contractors and be their main point of contact.
- Manage all contractors on site, ensuring that all health and safety requirements are met, monitor their performance and inspect completed work.
- Undertake routine inspections of the site including daily maintenance checks.
- Maintain computerised record of all regular checks undertaken.
- Maintain an inventory of stock and tools etc
- Responsible for heating and lighting systems throughout the premises; arrange to remedy any problems and to participate in cost saving projects.
- Undertake and document a termly risk assessment of the whole site and other risk assessments / health and safety checks as directed by the Health & Safety Officer.
- Attend regular meetings including a weekly site review with the Principal and Business Manager.
- Be aware of the location of essential services including water isolation valves, fire points, drainage systems. gas and power supplies. Maintain a detailed plan showing the location of these.
- Regularly inspect all drains and gullies for blockages remedying as necessary.
- Regularly visually inspect outside areas for defects and potential hazards including condition of boundaries, fencing, building exteriors and trees.

FIRE AND SECURITY

As the designated Fire and Security Officer ensure that all systems are regularly maintained and tested, appropriate records kept and all related policies and procedures are reviewed and updated as necessary.

Principal Tasks

- Ensure the buildings are locked and unlocked at appropriate times (including daily opening and closing); setting and disarming of alarm systems.
- As a primary keyholder be prepared to attend out of normal working hours as and when required.
- Ensure internal security procedures are adhered to; reporting any issues to the Business Manager.
- Regularly walk around all buildings to monitor maintenance standards, lighting and heating use and that windows and doors are secured. Report and act upon any issues with the appropriate staff.
- Test fire alarm call points weekly and regularly check other fire equipment e.g. extinguishers for damage or expiration; change batteries in detection equipment as required; maintain logs of all checks. Liaise with the fire and security contractors to arrange for servicing and repairs.
- Maintain the Fire Risk Assessment, updating where appropriate and resolving any issues.
- Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations.
- Oversee the operations and maintenance of the CCTV system.
- Initiate the necessary procedures quickly and accurately relating to the emergency services, e.g Police, Fire, Gas and Electricity Board.

- Ensure effective lettings, ensuring clients are briefed on fire safety and evacuation, the premises are cleaned as required and the site is secure. Some evening and weekend cover will be required in connection with school events and lettings.

HEALTH & SAFETY

Tasks

- Ensure the school complies with all current legislation in relation to site safety and facilities management; including the maintenance of appropriate records.
- Participate in the continuing development of robust, transparent health and safety systems and procedures.
- Support health and safety training initiatives and deliver components where appropriate.
- Commit to the growth and maintenance of a positive risk management culture within the school; assisting staff where necessary.
- Actively participate in the Health and Safety Committee.

COST EFFECTIVENESS

Contribute to the school's objectives of achieving greater value for money in the maintenance and day to day running of the buildings and site and to participate in developing community opportunities.

Tasks

- Working with the Business Manager to promote and manage the letting of the school's facilities within the local community.
- Manage, schedule, and monitor the use of heating, lighting and other mains services to all areas of the site and produce reports as agreed advising senior management in order to ensure the most economical use of fuel and water.

PORTERING

Provide a portering and furniture moving service to ensure supplies are in place and school activities can proceed as expected.

Tasks

- Transfer goods and materials delivered to the school to appropriate locations around the school site; assist with assembly of goods received where necessary and report any defects.
- Regularly set out and clear away furniture, equipment and other items when required in connection with assemblies, parents' evenings, special events, exams, dining hall and so on.
- Supervise and assist with the erection and dismantling of temporary structures such as the school marquee / gazebos as required.

CLEANING and WELFARE

Participate in and ensure that the site is kept clean, tidy and attractive in order to minimise risks to the health and safety of those using the school site and to ensure the activities of the school can take place in an environment suited to learning.

Tasks

- Main point of contact for cleaning contractors including owners and operatives.
- Ensure high standards are maintained, operatives efficiently employed and value for money achieved.
- Manage refuse and recycling procedures and ensure relevant staff are aware. At least half-termly clean all bins to keep hygienic and deter pests and rodents.
- Keep all outside areas clean and tidy, e.g. litter clearance, leaf and tree debris clearance, refuse bin compounds.
- Carry out emergency cleaning as required.
- Monitor supplies of cleaning materials, personal hygiene products, drinking water and sundry items; working with cleaning contractors to ensure effective replenishment.

GENERAL SCHOOL MAINTENANCE

All staff at Hope Community School contribute to the efficiency, organisation and success of the school. For the Site Manager this relates in particular to:

- Taking responsibility for organising and maintaining a quality administrative environment.
- Carrying out minor repairs of equipment or referring to the School Office to organise for the repairs to take place.
- To comply with the requirements of Health and Safety, other relevant legislation and school documentation and to understand and comply with the School's Policy Document.
- Undertake any other reasonable duties within the overall function, commensurate with the grading and level of responsibility for the job.
- The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for who s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the role, the Job holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Child Protection Officer or to the Principal.