

**JOB DESCRIPTION**

Job Title:	<b>Site Manager</b>
School:	<b>Talbot Primary School</b>
Salary Grade:	<b>Poole Grade H</b>
Salary Scale:	<b>£27,358 - £29,909</b>
Responsible to:	<b>School Business Manager</b>

**Main Job Purpose**

- 1) Ensure that the school's buildings, furnishings and site are safe, secure, and maintained to Health and Safety standards and to the expected standards of the Governing Body.
- 2) Plan, organise, execute and inspect all relevant works relating to the general school site.

**Main Responsibilities and Duties**

- 1) Manage and in some cases provide building repair and maintenance, caretaking and cleaning services as required.
- 2) Monitor cleaning standards and liaise with the Cleaner in Charge over day-to-day requirements, reporting any problems or issues where appropriate.
- 3) Engage and monitor skilled contractors as and when appropriate.
- 4) Liaise with a designated officer as appropriate to carry out procedures for emergencies, including repairs.
- 5) Set up a rolling programme of internal decoration and carry out any agreed improvements while ensuring compliance with Health and Safety standards.
- 6) Liaise with contractors whilst on site, ensuring that work is completed in line with specifications and to the required standard. Take any appropriate action to resolve problems.
- 7) Monitor skilled external contractors ensuring that all relevant identification checks, risk assessments and permits to work are in place.
- 8) Report to the School Business Manager, Headteacher and Governing Body on alterations and repairs to buildings.
- 9) Produce and be responsible for carrying out the annual maintenance plan and longer-term maintenance requirements in order to achieve cost-effective and timely maintenance of the school premises, meeting agreed standards.

- 10) Undertake line management responsibility – including performance management – for cleaning staff, organise the school holiday periodic cleans, and monitor cleaning standards throughout the school buildings.
- 11) Act as a principal key holder and undertake the day-to-day operational responsibility for all security activity within the site. When available, be the first contact for the emergency services.
- 12) Manage various out-of-hours work on evenings and weekends, when related to school activities.
- 13) Routinely monitor the operation of the fire alarm, fire doors, lighting, heating, plumbing and security systems.
- 14) Detect and report any building defects, advising school management on any Health and Safety issues. Undertake any minor repairs and general maintenance.
- 15) Arrange and/or carry out the movement of furniture and equipment within the site. Assist with general portering duties, including the distribution of items delivered to the school site.
- 16) Ensure the school grounds remain tidy and the equipment kept in good order. This may include cleaning external drains and gullies.
- 17) Order/purchase equipment and supplies within the budget agreed with school management, ensuring value for money is obtained.
- 18) Ensure all allocated equipment and materials are stored safely in order to prevent accidents/misuse. Issue soap, toilet rolls, paper towels and such other items as required by the school.
- 19) Respond to emergencies such as floods, illegal entries and fires.
- 20) Receive and direct visitors as and when required.
- 21) Monitor Health and Safety issues around the site and work in accordance with safe practice and Health and Safety legislation.
- 22) Respect any and all confidential information.
- 23) When necessary, attend meetings with governors to present information relating to the premises.
- 24) Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- 25) Comply with all decisions, policies and standing orders of the school and the Borough of Poole; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- 26) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the outcomes of Keeping Children Safe in Education (KCSiE).

### **Supervision and Management of People**

- 1) Line management responsibility, including recruitment, induction, appraisal and minor disciplinary matters; major disciplinary matters are the responsibility of the Headteacher.
- 2) Supervision and management of a group of employees undertaking tasks in the same general area of work.
- 3) The post holder is likely to manage cleaning staff.

### **Knowledge and Skills**

- 1) The post holder must hold some qualifications in Health and Safety and be able to undertake and write up necessary risk assessments, and to communicate these to all school staff.
- 2) Experience and good knowledge of buildings and associated trades is essential.
- 3) The post holder must have the ability to write detailed and relevant risk assessments.
- 4) The post holder must possess approved certificates in the use of specialist machinery.
- 5) Experience of management of staff and contractors.
- 6) Relevant Manual Handling training, Control Of Substances Hazardous to Health (COSHH) certificates and, if required, a Portable Appliance Testing (PAT) qualification. Training can be provided.
- 7) The post holder is to attend relevant training and meetings as and when required

### **Creativity and Innovation**

- 1) Identify and respond to any problems arising from faults in or breakdown of machinery, equipment or facilities.
- 2) Respond to incidents occurring both inside and outside of school hours.
- 3) Implement or make appropriate arrangements for repairs to be carried out, as authorised by the school and in line with agreed policies and procedures.

### **Contacts and Relationships**

- 1) Regular contact with the Headteacher and School Business Manager to report on site management and budgetary issues. Provide reports to the Governing Body, which may include attending meetings, and work closely with the governor responsible for Health & Safety/site management.
- 2) Contact with other staff members, pupils and parents when reporting on issues related to site management.
- 3) Contact with contractors to obtain quotes for work schedules. Manage contractors while on-site to ensure that Health and Safety procedures are adhered to and contractors are made aware of relevant school procedures.

- 4) Contact with Trust staff and other external bodies as to site maintenance and inspections from outside agencies.

### **Decisions**

- 1) The post holder will be responsible for routine queries and deployment of staff to effect the smooth operation of the school site. The post holder will also be responsible for dealing with routine issues that may arise from contractors.
- 2) The post holder has some discretion in ensuring the most appropriate maintenance of the school site.
- 3) The post holder has shared responsibility for ensuring the safety of the school site for all users and its adherence to Health and Safety procedures.

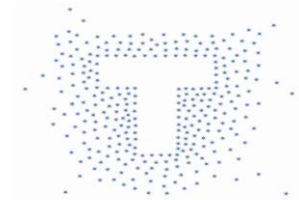
### **Resources**

- 1) The post holder will be responsible for ensuring that any breakdowns of equipment are reported via the helpdesk, and will make arrangements for their repair. The post holder may also be responsible for maintaining appropriate stock levels.
- 2) The post holder will be the principal key holder for call-out in case of emergencies.
- 3) Training and personal and protective equipment will be provided.

### **Work Environment**

- 1) The post requires frequent physical effort, including walking around the site, lifting and carrying, occasional climbing of ladders within the school and handling equipment in workshop environments. Handling and moving deliveries and portorage of furniture and equipment may be required.
- 2) The post will occasionally require some outdoor work in adverse weather conditions, including ensuring safe access to school buildings when snow, heavy rain or ice problems occur.

Updated March 2019



**PERSON SPECIFICATION**

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School:	<b>Talbot Primary School</b>

<b>ATTRIBUTES</b>	<b>CRITERIA</b>	<b>METHOD OF ASSESSMENT</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of managing staff</li> <li>• Experience of supervising external contractors</li> <li>• Experience in a similar role or within the field of buildings and/or associated trades</li> <li>• Experience of managing a budget</li> </ul>	Application form Interview References
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• NEBOSH Health &amp; Safety at Work qualification, or willingness to work towards</li> <li>• COSHH certificate, or willingness to work towards</li> <li>• PAT testing qualification or equivalent experience, or willingness to work towards</li> <li>• 5 GCSE's with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience</li> <li>• Good numeracy, literacy and ICT skills</li> </ul>	Application form Certificates Interview
<b>Aptitudes &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to undertake risk assessments</li> <li>• Ability to be flexible and use initiative</li> <li>• Ability to problem-solve</li> <li>• Ability to prioritise a varied workload</li> <li>• Ability to lead, motivate and develop a team of staff</li> <li>• Ability to liaise/negotiate with partners and outside providers</li> <li>• Ability to work with minimal supervision</li> <li>• Ability to handle confidential information with discretion</li> </ul>	Application form Interview References
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Significant knowledge of site maintenance and improvements</li> <li>• Understanding of tendering processes and how these impact on Best Value</li> <li>• Knowledge of school's behaviour and management policy and procedures</li> <li>• Knowledge of school's fire and emergency procedures</li> <li>• Knowledge of Child Safeguarding procedures</li> </ul>	Application form Interview References

<b>Attitude / Motivation</b>	<ul style="list-style-type: none"> <li>• Self-motivated</li> <li>• Desire to facilitate the smooth operation of the school with an insight into budgetary pressures</li> <li>• Commitment to ensure that the school site and buildings promote the safety and wellbeing of pupils and other staff, in accordance with Health and Safety legislation</li> </ul>	Application form Interview References
<b>Other Factors</b>	<ul style="list-style-type: none"> <li>• Commitment to Equal Opportunities</li> <li>• Enhanced DBS check</li> </ul>	Application form Interview References DBS process

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