

## JOB DESCRIPTION



<b>Job Title:</b>	<b>Site Manager</b>
<b>Grade:</b>	<b>Grade 9 SCP 19-25</b>
<b>Accountable to:</b>	<b>Operations Manager &amp; School Leader</b>
<b>Place of Work:</b>	<b>Wimborne First School and Nursery</b>
<b>Hours:</b>	<b>37.5 hours per week, Monday to Friday: 52 weeks per year</b>

### **Role Remit:**

- To be responsible for the management, compliance, safety, cleanliness, maintenance and security of the school site, furnishings and grounds to the expected standards of the School and Hamwic Education Trust.
- To plan, organise, execute and inspect all relevant works relating to maintaining the school site
- To line manage site staff including site assistants and cleaning staff.

### **Key Responsibilities:**

- To manage, supervise, and train site assistants and cleaning staff to include:
  - carrying out induction training and any other relevant training
  - ensuring job description and roles are clear
  - organising of rotas (including holiday periods)
  - monitoring of standards
  - performance reviews/management
- To be the principal key holder, responsible for access to, and security of, the school site including day to day operational responsibility, emergency and out of hours call-outs as required. To liaise with the police/fire service as a first point of call.

- To ensure that the school is cleaned and maintained to a high standard. This will involve arranging, undertaking and/or overseeing deep cleaning of the buildings during school closure periods.
- To create and maintain a safe environment, ensuring that health and safety regulations and safe working procedures are adhered to. This will include but not be limited to:
  - writing specific risk assessments where appropriate
  - assist in carrying out and attending health and safety audits and workplace inspections at appropriate intervals.
  - Working with key staff, ensure a health and safety action plan including all action points is implemented and completed
  - attend appropriate training such as working at height, risk assessment writing, legionella and asbestos awareness
  - already hold/work towards as a minimum requirement CIEH level 2
  - wearing personal protective equipment provided
- To ensure all statutory weekly, monthly, termly and yearly checks are completed on time, uploaded to the intranet and any issues addressed and completed.
- To ensure that contractors on site are familiar with health and safety requirements and related school/trust procedures.
- To ensure that all contractors are suitable to use in a school environment (e.g. sending out Trust questionnaires, checking qualifications and DBS checks etc.)
- To act as the key contact/liasion point for all contractors/operatives to ensure all maintenance and statutory checks, completed by a competent person, are completed on time, to an approved standard and any issues addressed and completed to a satisfactory standard. Proof of these checks are to be uploaded to the intranet. This will include but not be limited to:
  - air conditioning, asbestos, auto doors, boiler/gas, CCTV, electrical, fire alarms and equipment, glazing, intruder alarms, kitchen equipment, legionella, lifts, lightning conductors, roller shutters, playground/PE equipment.
- To oversee the termly fire drill and annual lock down drill, document them and upload them to the intranet.
- To check the grounds and buildings daily for break-ins, vandalism and damage and to organise emergency repairs to make the school safe.
- To ensure that all the major utilities (heating, lighting, water etc.) are operating correctly, that equipment and appliances are switched on and off at the appropriate times and that minor repairs and upkeep (e.g. changing of light bulbs) is carried out.
- To produce and be responsible for undertaking (or overseeing as applicable) an annual plan of maintenance/redecoration and longer-term maintenance requirements in order to achieve cost-effective and timely maintenance of the school premises, meeting agreed standards in liaison with the Trust, Business/Operations Manager and School Leader.
- To manage and monitor the Repairs and Maintenance budget ensuring value for money is obtained.
- To order caretaking and cleaning supplies within the allocated budget limits, to keep supplies safely and securely, and to ensure that consumables (soap, toilet rolls, hand towels etc.) are in good supply and replaced when required.
- To report to the Business/Operations Manager, School Leader and Governing Body Committee on site management issues as and when required.
- To prepare areas for school-related functions and activities, moving and setting up furniture and equipment as required and general portering duties, including the distribution of items delivered to the school site.

- To ensure the safety and cleanliness of outside areas, including cleaning drains, removing litter, overseeing work carried out by grounds maintenance contractors, clearing paths of snow, ice and fallen leaves and applying rock salt when required.
- To undertake (or oversee as applicable) any general maintenance and repairs as appropriate via the reporting system in an appropriate time period.
- To routinely monitor the operation of the fire and intruder alarms, CCTV, fire doors, lighting, heating, and plumbing and respond to emergencies such as floods, illegal entries and fires.
- To receive and direct visitors as and when required.
- To respect all confidential school information.

### **Supporting the school**

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life
- Attend and contribute to staff meetings, INSET days and any extra days to fit in with the needs of the school (e.g. summer and Christmas fairs) as required, and identify areas of personal practice and experience to develop.
- Attend Site Managers conferences.
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
- Be aware of health and safety issues and act in accordance with the trust's/school's Health and Safety policy.
- The post holder must:
  - ensure that the Trust policies, Estates Charter and procedures are implemented and followed.
  - work as appropriate with the Trust Managed Services team in matters relating to finance, HR, IT and health and safety.

### **Work Environment**

- 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.
- The post will also require some outdoor work in adverse weather conditions, including ensuring safe access to school buildings when snow, heavy rain or ice problems occur.

### ***Other Duties:***

At an appropriate level, according to the job role, grade and training received, all employees in the Trust are expected to:

- Support the aims, values, mission and ethos of the Trust and participate to the team approach of the Trust
- Attend and contribute to staff meetings and training days as required, and identify areas of personal practice and experience to develop

- Take appropriate responsibility for safeguarding and children’s welfare and be aware of confidential issues linked to home/child/teacher/academy and keep confidences appropriately
- The post holder at all times, whether or not in the employ of our schools or Trust and except where such information is in the public domain maintain the strictest secrecy with regard to the business affairs of our schools or Trust and its customers/stakeholders, products and product lists
- Be aware of health and safety issues and act in accordance with the Health and Safety Policy
- To liaise with other staff, contractors and outside agencies/organisations as appropriate

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar, and they have appropriate qualifications or received appropriate training to carry out these duties.

**Manager Signature:** .....

**Employee Signature:** .....

**Date:** .....

## PERSON SPECIFICATION



*Our Managed Service Team have identified the traits above that they feel any Hamwic employee should have, with professionalism, honesty, emotional intelligence and commitment being the top traits.*

### Qualifications:

- Has GCSEs in Maths and English
- Has CIEH Level 2 (or the ability to complete this course)

### Experience:

- Experience of contract management/supervision
- Administrative skills/experience
- Supervisory skills/experience

### Skills and Knowledge:

- A good understanding of Health and Safety Regulations and practical experience of Safe Working Procedures and Risk Assessments
- Broad, practical experience of building maintenance, minor repair work and decorating
- Understanding of key safeguarding issues and procedures
- Budget monitoring skills

### Personal Attributes:

- Ability to use own judgement
- Ability to communicate information and ideas effectively
- Ability to use a computer
- Ability to work on own initiative and to organise/prioritise own workload and that of the team
- Reasonable level of physical fitness

- Ability to concentrate for short/medium periods of time
- Ability to deal with conflicting priorities and cope with pressure
- High level of emotional intelligence
- A deep commitment to the vision, values and ethos of the Trust
- Excellent communication skills
- A strong team player with good interpersonal skills and the ability to work effectively as part of a growing organisation
- Ability to work well under pressure and in a calm, professional manner