

Site Manager Job Description

Job title: Site Manager

Salary: Grade D

Contract type: Full time, permanent.

Reporting to: Headteacher and Premises and Compliance Manager

Responsible for: Cleaners

Main purpose

To manage the school site ensuring it is compliant with health and safety regulations.

Provide handyman duties to school premises. Based primarily at Bowhill Primary School but also assisting the premises team at other schools in the trust as required.

To manage a team of cleaners providing a clean and safe environment for users of the school buildings and grounds.

To ensure the site is secure.

To ensure the school is compliant with health and safety regulations.

Be responsible for promoting and safeguarding the welfare of children and young people. Staff must adhere to and ensure compliance with the relevant ELAT Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, staff identify any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the Designated Safeguarding Lead or to the Headteacher or to the CEO so that a referral can be made accordingly to the relevant third party services.

Duties and responsibilities

Responsibility for the School Site and Security

- Maintain the security of school premises. Locking and unlocking entrances and exits as required, securing the building using the alarm system and reporting any potential security breaches.
- To be the main key holder and attend to call outs outside of normal working hours & provide access to the school site out of school hours as requested.
- Operation of the school's plant including heating and kitchen.
- Operate the heating and lighting systems, ensuring efficient use of resources.
- Deal with problems, unexpected situations and emergencies. Informing the Headteacher / Premises and Compliance Manager in a timely manner.

Health & Safety and Compliance Checks

- Carry out regular health & safety and compliance checks relating to legionnaire testing, playground equipment etc. Recognise hazards around the school and potential unsafe practices and report findings to the Headteacher / Premises and Compliance Manager.
- Ensure that cleaning and site equipment is properly maintained and in good working order.
- Undertake basic record keeping as required using compliance software.
- Attend inspections by Health & Safety Governor as required.
- Be aware of, and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.

Management of Cleaners

- Supervision of cleaning staff & arranging contract cleaning staff. Working collaboratively with cleaners to ensure the smooth running and delivery of cleaning services.
- Undertake daily agreed cleaning and maintenance duties including for example graffiti removal, litter picking and assembly of waste for collection.
- Undertake emergency cleaning duties/activities, for example dealing with spillages, to maintain a safe, clean and orderly learning and working environment.

Handy Person Duties

- Handy person duties which may include repairs to furniture and fixtures, decorating tasks, small plumbing works, carpentry and small building works.
- Ensure adequate supplies of domestic consumables are in all classrooms and toilets and be responsible for the ordering of these.
- General portering duties including movement of furniture and equipment within the schools.
- Take reasonable action to keep drains, downspouts, waste pipes etc clean and clear of minor blockages that are visible.
- Recognise & report any need for repair or maintenance work via online portal.
- Undertake light gardening duties and ensure school buildings, entrance areas and playgrounds are free from rubbish/leaves.

Contractor Liaison

- Welcome contractors on site.
- Ensure necessary paperwork is in order for all contractors before entry to premises such as DBS.
- Liaise with School Administrator/Headteacher about the school's requirements of contractors and report any problems at the first opportunity.

Undertake other duties, consistent with the post and job description, as may be required from time to time by the Head teacher.

Other Specific Duties

- To carry out the duties in the most effective, efficient and economic manner available.
- To play an active role in the life of the school.
- To undertake Health and Safety Training on areas within your remit.
- This role will require travel across the schools within Exeter Learning Academy Trust and therefore being able to drive is essential. You will also need insurance that covers business travel.

This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above and will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect changes in the job requirements.

At ELAT we expect staff to model the behaviours of a professional at all times.

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| Name: (Printed) | |
| Signed: | |
| Date: | |

Person Specification

| Essential | Assessed through |
|--|------------------------|
| Experience of site management within a school or other business premises. | Application |
| Experience of working with contractors. | Application/Interview |
| Experience of managing COSHH. | Application/interview |
| Knowledge of effective intervention strategies to improve the quality of the premises. | Application/Interview |
| Good ICT skills | Application |
| Knowledge of relevant policies, codes of practice and legislation. | Application/Interview |
| Experience undertaking risk assessments. | Application/Interview |
| Excellent time management and capable of handling a demanding workload and successfully prioritising work. | Interview/references |
| Ability to relate well to children and adults. | Application/references |
| Care about the wellbeing of all children; understanding and commitment to safeguarding. | Interview |
| Commitment to further professional development and learning | Application/references |
| Ability to be flexible and use own initiative | References/interview |
| Excellent relationships with colleagues and ability to work within a team and independently. | Interview/References |
| An excellent communicator, verbally and in writing. | Application/Interview |

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| Proactive and able to recognize and resolve problems on own initiative. | Application/Interview |
| A Full Driving License | Application/Interview |
| Desirable | Assessed through |
| Skills in effective resource management and deployment. | Application/Interview |
| A trade qualification | Application |
| A qualification in their chosen construction management or related subject. | Application |
| First Aid Qualification | Application/interview |