

## SITE MANAGER

### JOB DESCRIPTION

<b>Job Title:</b>	Site Manager	<b>Grade:</b>	E or F dependent on experience
<b>Reports To:</b>	Business Manager	<b>Leads &amp; Manages:</b>	Deputy Site Manager
<b>Role Profile:</b>	Senior Site Manager or Senior Site Manager Level 2	<b>Number</b>	02495 or 02814
<b>Working Hours:</b>	37 hrs per week, 52 weeks per year Various to include early mornings and evenings; along with some weekend working paid as overtime.		

#### **Aim and Main Purpose of the Job:**

To manage, maintain and develop the physical resources on the site (buildings, materials, equipment and staff) so that optimum use can be made of them for school and community purposes providing a safe, efficient and effective learning and working environment for students and staff.

To manage, develop and support the Site Assistants and the school to ensure high standards and to contribute to the aims of the school.

#### **Key Tasks and Accountabilities:**

##### **Maintenance:**

- Management of the maintenance of the site, including:
  - Organising minor structural repairs and decoration that can be done in-house. Keeping fixtures, fittings and furniture in a good state of repair.
  - Maintaining a rolling programme of decoration and refurbishment of the Site, internally and externally.
- Controlling litter, and disposal of rubbish and redundant equipment.
- Ensuring that the servicing of equipment such as heating, lighting, air-conditioning and alarm systems are carried-out on a regular basis.
- Identify, make recommendations and promote ideas on potential sources of energy savings.
- Purchasing of caretaking supplies within budget allocation.

##### **Security:**

- To be responsible for security and arrange access to the site for contractors and other authorised persons at all responsible times.
- Responsibility for ensuring the security of the site and buildings both in term time and school holidays.
- To be the first point of call on intruder alarm call-outs.
- Management of CCTV cameras and liaison with supplier when required.

**Fire Safety:**

- Act as the School Fire Safety Co-Ordinator.
- Prepare the Fire Safety Plan on an annual basis to be approved by Governors.
- Organise Fire Marshal training on an annual basis.
- To be the first point of call on a fire alarm call-out

**Health & Safety:**

- Act as the main Health and Safety Officer for the school, achieving relevant qualifications and ensuring a safe working and learning environment in accordance with relevant legislation.
- Ensure the regular safety checks are carried out and recorded, including emergency lights, fire doors, fire extinguishers, call point testing, ladder checks and Legionella.
- Undertake and manage the Site Risk Assessments and ensure all departments complete and review their risk assessments on a three yearly basis.
- Supervision of car parking for staff and visitors and ensuring that appropriate access arrangements are in place for delivery and service vehicles. Ensure that there is separation between pedestrian and vehicle areas.

**Management of Staff:**

- Line management of Deputy Site Manager and support the Deputy Site Manager to manage Site Assistants.
- Ensure continual coverage of the staff rota within opening times during both term time and school holidays.
- Carrying out Performance Management and ensuring that staff receive appropriate and adequate training.
- Ensuring effective and efficient deployment of staff.

**Contracts:**

- Manage and monitor the cleaning and grounds maintenance contracts to a high standard. Liaison with suppliers, including contract cleaning supervisor with any contract queries. Assist Business Manager with contract reviews.
- Overall responsibility for PHS wash-room and water cooler contracts, keeping track of contract end dates and obtaining competitive quotes prior to contract completion.
- Manage waste management contract.

**Contractors:**

- Procurement of contractors for works that cannot be completed in-house, ensuring that process and procedures are followed in accordance with rules and regulations, to include company and safety checks, ability, reputation and value for money.
- Monitor contractor performance for the duration of the job, raising any issues with contractors or Hampshire County Council where necessary.

**Site Development:**

- Project Manage Capital developments in conjunction with the County Project Surveyor.
- Organise specifications for larger works, obtain estimates within county procurement guidelines, raise orders, check works and authorise invoices for payment.
- Liaise with Hampshire County Council staff as required in the planning and execution of major work on site.
- Preparing and submitting the annual Asset Management Plan.
- Creating monitoring and evaluating a Premises Plan which reflects the priorities of the School Development Plan and contributes to the aims of the school.

**Management and Use of Site:**

- Liaise with the Examinations Officer and Leisure Centre Management over the set up and clearing away of exam desks during examination periods.
- Preparing the site for major events, including open evenings, school shows, year 11 presentation evening, year 7 induction evening and consultation evenings.
- Manage the operation and maintenance of the school minibuses, including hiring them out to community groups and schools.
- Keeping appropriate records, ensuring that they are available for inspection and provide statistical and other returns, as required, to the Headteacher, Governors and Local Authority.
- Keeping up to date with changes in legislation, (especially health & safety) and best practice in facilities management.
- Management of site inventory and asset disposal.
- Manage the delivery of received orders to departments.

**Budgets:**

- Acting as Budget Holder for those areas of delegated responsibility, such as Repairs and Maintenance, Grounds Maintenance, Furniture and Fittings.
- Ensure that all expenditure is within budget limits, that all purchasing is in accordance with best value and procurement guidelines and regularly reviewed, and that all necessary procedures are followed before any commitments are made. Maintaining all paperwork directly connected with these areas.

**Other:**

- Carrying out any other duties which may reasonably be required by the Headteacher or other members of the Senior Leadership Team.

**GENERAL INFORMATION**

<b>Equality of Opportunity</b>	<ul style="list-style-type: none"><li>• To take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimization, harassment and bullying.</li><li>• Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.</li></ul>
<b>Confidentiality and Data Protection</b>	<ul style="list-style-type: none"><li>• To treat all information acquired through employment, both formally and informally, in strict confidence.</li><li>• Be aware of the school's responsibilities under the Data Protection Act (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.</li></ul>
<b>To Contribute as an Effective and Collaborative Member of the School Team</b>	<ul style="list-style-type: none"><li>• Any other duties as reasonably required by any manager of the school.</li><li>• Participating in the ongoing development, implementation and monitoring of the business plans.</li><li>• Attend meetings as required and make a positive contribution during meetings.</li></ul>
<b>Child Protection</b>	<ul style="list-style-type: none"><li>• Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.</li></ul>
<b>General Policies &amp; Procedures</b>	<ul style="list-style-type: none"><li>• Being aware of and complying with policies and procedures and in particular health &amp; safety reporting all concerns to an appropriate person.</li><li>• Awareness of responsibilities of the governing bodies.</li></ul>

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## SITE MANAGER

### PERSONAL SPECIFICATION

Qualifications	Essential	Desirable
GCSE English & Mathematics Level 2 (or equivalent qualification)	✓	
Experience of Facilities Management	✓	
Experience of Managing Staff	✓	
IOSH Safety Awareness for Facilities Managers. <i>Must gain this qualification if not already qualified.</i>		✓
IOSH Fire Risk Assessment Principles & Practice <i>Must gain this qualification if not already qualified</i>		✓
D1 Minibus Driving Licence		✓
First Aid Qualification		✓

Knowledge, Skills and Abilities	Essential	Desirable
Experience of co-ordinating related activities	✓	
Significant experience of facilities management	✓	
Skilled in maintenance activities	✓	
Experience of project management	✓	
Ability to manage a team	✓	
Strong and effective inter-personal skills	✓	
Ability to communicate both orally and in writing	✓	
Good organizational skills	✓	
Good knowledge of health & safety legislation	✓	
Finance awareness	✓	
IT literate	✓	
Budget management experience		✓
Ability to follow policies and procedures	✓	

<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Enthusiasm	✓	
Able to use own initiative	✓	
Willingness to work with flexibility	✓	
Ability to lead a team	✓	
Reliable, trustworthy and honest	✓	