**JOB DESCRIPTION**

**JOB TITLE:** Site Manager

**GRADE:** BBU09

**RESPONSIBLE TO:** School Business Manager

**RESPONSIBLE FOR:** Site Team (Site Agents and Cleaning Staff)

**JOB PURPOSE:**

To be responsible to the Headteacher through the Line Manager [Schools Business Manager] for the general upkeep and cleaning of the school premises [including the school grounds]. To provide a safe, secure, clean and warm environment for all site users and visitors, and one that is conducive to positive learning and well-being.

To organise a costed three year Premises Development Plan, in line with the School Development Plan, to indicate areas of priority, programmed work and to inform asset and budget planning.

To attend meetings of the Governors Premises Committee meetingas required; to submit, in advance of any meeting, a report for the Headteacher and Governors, and to action decisions of the Headteacher and Governors.

**Main responsibilities:**

* Management of the Site Team, including recruitment, induction, supervision, safety, training, professional development and capability;
* Health and Safety including relevant risk assessments, all safety checks, tests and inspections;
* Management of agreed budgets related to school repairs, maintenance and cleaning;
* Security of the premises;
* Management of the cleaners and all aspects of cleaning and hygiene;
* Maintenance of flooring, furniture, fittings, equipment, and alarm, fire and security systems;
* Maintenance of buildings, including co-ordination of School Asset Management Plan and Disability Access Plan;
* Maintenance of the school grounds, courts, surfaces and markings, and monitoring of the Grounds Maintenance Contract;
* Energy Management and Conservation;
* Signage including all health and safety signs, evacuation notices etc.
* Porterage;
* Banking escort;
* Management of lettings;
* Special Projects.

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| **Management of the Site Team**   1. Supervise and plan the day to day work of the Site Team ensuring that day to day management of the premises, especially the security, health and safety and repairs and maintenance are dealt with effectively and efficiently ensuring safe working practices are adhered to. |
| 1. In liaison with the School Business Manager, effectively manage the site and cleaning staff including leading on recruitment and training. |
| 1. Ensure that all school site equipment and storage areas conform to the required standards. To ensure equipment is tested, clean and in good working order, arranging repairs/ replacements as necessary in liaison with the School Business Manager. 2. Ensure that staff are trained in the appropriate use of machines, cleaning equipment and cleaning techniques, and that Risk Assessments concerning the use of machines, cleaning equipment and cleaning techniques are in place and adhered to. |
| **Health & Safety** |
| 1. Be aware of, and adhere to, all HSE, CDM Regulations and Local Authority policies and procedures on health and safety, including asbestos procedures, the safe disposal of equipment, inspections etc. 2. Ensure all statutory tests and inspections are undertaken in a timely manner. 3. Ensuring that appropriate records are updated and maintained in in relation to health and safety for example fire log book, water log book etc. 4. Lead the Fire Protection and Means of Escape procedures within school. 5. Undertake health and safety monitoring procedures, in accordance with school’s health and safety policy and log all findings so that a record of notes of work planned as a result are available. 6. Carry out RA in relation to all site working practices, as and when required and identify and action any training required. 7. Carry out site/cleaning/equipment/working practices Risk Assessments, as required, ensure all relevant parties are aware of RA’s, devise safe procedural operations in line with RA’s [eg manual handling, safe ladder work etc], arrange any training as required, monitor adherence, and review each RA on an annual basis. 8. Ensure that a parking register of authorised users is maintained, taking action as necessary to have vehicles causing an obstruction removed. 9. Undertake monthly health and safety tours of the school with the School Business Manager, logging items for action, having first taken any effective emergency action as necessary. 10. Bring to the immediate attention of the Headteacher and the School Business Manager any issues that may affect the Health and Safety of any site user or visitor. 11. Maintain car park and flow of traffic before and after school. |
| **Management of premises related budgets**   1. To assist the School Business Manager manage agreed repairs, maintenance, cleaning and special project budgets, ensuring best value, value for money and transparency. 2. To arrange for the ordering of goods, services, suppliers, furniture and equipment in accordance with budget plans, school financial and, tendering and procurement procedures, and Local Authority Standing Orders and audit requirements [including obtaining written quotations and tenders as appropriate and transparently] Maintain accurate records of expenditure of service contracts and minor maintenance.   **Security of Premises** |
| 1. Ensure that all the buildings are opened as required, including for hirers of any part of the premises. 2. To be responsible for all the locking and unlocking of all school premises for staff and any lettings and contractors and ensuring the site is secure for any intruders. |
| 1. Ensure that lights and portable heaters are turned off every night. |
| 1. Set and respond to alarms (both fire and security), reporting malfunctions as necessary and arranging for repairs to be carried out in a timely manner. |
| 1. Undertake the roles and responsibilities of a key-holder, arranging for a deputy if and when necessary. |
| 1. Ensure that equipment is security coded and maintain inventories, including serial numbers of items. |
| 1. Ensure that weekend and holiday site and security checks are carried out. 2. To manage the CCTV system used throughout the school, including maintenance and suggestions for expansion, upgrade etc. and follow the school CCTV policy. |
| **Cleaning and Hygiene** |
| 1. Ensure that standards of cleanliness and hygiene are maintained throughout the premises. |
| 1. Ensure that adequate stocks of cleaning materials, soap, paper towels etc are maintained and replenished as necessary. |
| 1. Ensure that all cleaning materials are stored and utilised in line with COSHH and Local Authority regulations, and that Risk Assessments concerning the storage, use and possible accidents relating to chemicals are in place and adhered to. |
| 1. Ensure that litter and graffiti are removed from both inside and outside the buildings. |
| **Maintenance of flooring, furniture, fittings and equipment.** |
| 1. Ensure that flooring, furniture, fittings and equipment are checked regularly, including electrical testing, effecting repairs and replacements as necessary, and advising School Business Manager where major expenditure is required. Ensure that all rooms are equipped with appropriate furniture and that equipment is in position. |
| 1. Operationally test fire alarms weekly and, in liaison with Headteacher, make arrangements for fire drills every term. 2. Ensure that fire extinguishers and hose reels are in position and are checked weekly, and that identified staff are familiar with their operation and trained in their usage. 3. Ensure that all necessary external security lighting is functioning as required. 4. Ensure that light bulbs and fluorescent tubes are replaced as necessary, applying appropriate health and safety regulations, and that disposal is safe. |
| **Maintenance of Building, including co-ordination of School Asset Management Plan and Disability Access Plan** |
| 1. To prepare and maintain School Asset Management Plan, reporting as appropriate to Headteacher and Governing Body. |
| 1. In liaison with School Business Manager to devise and implement an annual maintenance programme across the school and to incorporate this into a Premises Development Plan. |
| 1. Ensure that a procedure is in place for staff to report repair and maintenance issues as they arise, monitor reports and take action as appropriate. 2. Maintain stock lists and inventories as appropriate of equipment. 3. Maintain site plans and records and interpret these as necessary for contractors. |
| 1. Act as the front-line contact for all contractors or premises related visitors on site, supervise contractors who are on the school site and ensure their work practices conform to health and safety and risk assessments. |
| 1. Carry out handyperson duties in respect of minor or temporary repairs and decorating within an agreed framework of individual skill and capability and in accordance with risk assessment and health and safety. 2. To work with the Headteacher, School Business Manager and identified staff in the development of the Disability Access Plan. |
| **Maintenance of grounds** |
| 1. Ensure that access to the school in the event of bad weather is maintained, ensuring that paths are clear of snow, ice, leaves, floodwater etc. |
| **Energy Management and Conservation**   1. Ensure the maintenance and efficiency of the plant for electricity, gas and water supply, heating, drainage and ventilation of buildings, supervising the investigation of problems and liaising with providers, contractors and the Local Authority on energy management, invoice and meter queries, ensuring value for money. |
| 1. Ensure that the school is at an appropriate temperature by 9 a.m. each school day. |
| 1. Check room thermostats, thermostatic radiator valves and fan convector thermostats. |
| 1. Ensure services are closed down during school holiday periods and monitored at weekends. |
| 1. Ensure that boiler house is kept clean and tidy, that no flammable liquids or materials are stored there and that routine checks of time and temperature controls are carried out. |
| 1. Monitor use of fuel and water, by taking monthly readings of all meters, and report promptly any fault giving rise to excessive consumption. |
| 1. Ensure that taps, toilets and drinking water outlets are operational and efficient.   **Signage including all health and safety signs**   1. To be responsible for all site signage, including fire evacuation notices, fire escape route lighting etc., to inspect these regularly and to remedy any faults or omissions. |
| **Porterage** |
| 1. Ensure that deliveries of equipment, furniture and materials are dealt with promptly and items repositioned as required. |
| 1. Undertake porterage of equipment, furniture and materials within the premises, as required.   **Banking**   1. To accompany the Finance Officer for the purposes of banking, when cash is to be taken to the bank. |
| **Management of Lettings** |
| 1. Ensure that all lettings are serviced appropriately. |
| 1. Ensure that appropriate records are kept, to enable lettings claim forms to be completed and in order that reconciliation between lettings income and expenditure can be undertaken. 2. Ensure all lettings are informed of the schools fire evacuation procedures and a record of this training kept.   **Special Projects**   1. To undertake the management of special site projects at the direction of the Headteacher and School Business Manager as and when required. 2. To assist the School Business Manager, to ensure that tendering arrangements of all projects, including special projects, and consultants contracts, comply with Local Authority Standing Orders; maintain formal records; timetable works to fir within holiday periods; oversee projects on site, liaising with consultants, contractors and LA officers as appropriate ensuring compliance with safe working practices. |
| **General** |
| 1. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure and confidential and sensitive information. |
| 1. To undertake any other duties of a similar level and responsibility as may be required. |

1. Ensure that site and cleaning staff are familiar with fire evacuation procedures and lone working practices.

Job descriptions may be revised at the end of the academic year or earlier if necessary. In addition they may be amended after consultation with the successful candidate.

Signed………………………………………………………

Print Name…………………………………………………

Date………………………