

Job Description

Job Title

Site Manager

School

Hawkesley Church Primary Academy, Kings Norton

Reporting to: Head of Operations

Purpose of the post

To oversee the site management of a primary school.

To liaise with all stakeholders to co-ordinate maintenance and capital works within the school in line with agreed plans. To ensure appropriate training and development programs are in place for all the premises staff at the school. To demonstrate best practise in the management of school premises. To provide line management of the Cleaning Team deployed at the school.

Key tasks

Maintenance

- Identify and undertake appropriate repairs on a timely basis to maintain and improve the fabric of the school and to prevent any loss of learning time.
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory.
- To organise and carry out decoration programmes and improvement work as agreed with the Headteacher.
- To be responsible for the operation of a preventative planned maintenance programme.
- Operation and maintenance of heating, plant and lighting systems.
- To ensure all statutory compliance checks are completed and recorded.
- Undertake regular site inspections, with follow up programmes of works.
- Collect and assemble waste for collection.
- Undertake cleaning duties and specialist cleaning tasks.
- Coordinate deliveries to the School's site.
- Monitor performance of contracts and record performance against specified standards.
- Liaise with contractors to ensure quality, adherence to programmes of work and Health and Safety requirements.
- Supervising the cleaning team.
- Provide training for staff.

Resources

- To advise on matters relating to the control of building costs and resources. To proactively seek to reduce waste.
- Contribute to planning, development and organisation of systems/procedures/policies.
- Be responsible for maintaining records, information and data, producing analysis and reports as required.
- Create and maintain a purposeful, orderly and productive working environment.
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials.
- Manage and monitor relevant budgets ensuring best value is obtained in line with Trust financial regulations.

Security and Safety

- To be responsible for the safety and security of school buildings, including the operation of CCTV systems.
- Undertake regular security checks and identify security risks.
- Take remedial action as required e.g. after break-ins, board up windows/doors, reglaze small internal windows
- Monitor fire safety equipment and assist School leadership in carrying out fire drills.
- Operate and respond to alarm systems where appropriate.
- Liaise with police, security and surveillance contractors as required.
- Provision of access to the building and grounds to authorised persons at all reasonable times.
- Provide access to the school as may reasonably be required outside normal hours of opening including access in the event of an emergency.
- Ensure that heating plant and equipment is effectively and efficiently operated
- Undertake regular Health & Safety checks including water testing, temperature control and others.
- Carry out risk assessments and COSHH procedures as appropriate
- To be responsible for ensuring clear and safe pedestrian access to the school, particularly in adverse weather conditions (e.g. snow clearing, gritting) and as far as possible staff vehicular access.
- To undertake safety audits of the premises and assist with relevant risk assessments as required.
- Promote and ensure the health and safety of pupils, staff and visitors at all times.
- Maintain a register of keys
- Request unauthorised users of the site to leave; calling for attendance from the police if necessary.
- Carry out procedures in the event of fire, flood, breaking and entering accident or major damage.
- Ensure all hard areas, grassed areas, beds, borders and grounds are free from litter and excessive accumulations of dirt and rubbish.

Organisation and Managerial

- Demonstrate and assist in the safe and effective use of specialist equipment/materials.
- Liaise with the Headteacher and other staff within the school to understand the maintenance needs of users
- Provide specialist advice and guidance as required.
- Portering duties e.g. moving furniture and equipment.
- Direct/supervise cleaning and site staff and ensure cleaning is in accordance with specification.
- Undertake line management responsibility for all other Site and Cleaning staff.
- To organise a site and buildings rota to ensure any community use is adequately staffed.
- Take an active role as a member of the School's Health & Safety Committees.
- Project Manage all repairs and maintenance.
- Monitor the operating costs of the grounds, buildings and associated resources.
- Plan the work allocation of him/herself, deputies, cleaners, grounds maintenance contractors to meet the requirements of the school and carrying out normal supervisory duties.

Facilities Letting and Community Use

- To supervise community users to ensure protection of the school assets.
- To liaise with users to ensure the customer's reasonable requirements are met.
- To ensure the building is always ready for normal educational use following any community use.

Support to School

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

Miscellaneous duties of a practical nature as circumstances demand, or at the reasonable request of the Headteacher or Head of Operations.



Health and Safety

The postholder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.

