**Role: Site Manager**

**Grade: H5**

**Contract: Permanent**

**Hours/Days: Full-time (37 per week over 5 days) but will consider part-time**

**Weeks: 52 weeks**

**Main purpose**

Responsible for the security of the premises and related health and safety, maintenance and cleaning within the school.

**Key responsibilities**

1. Be responsible for the security of school buildings and site including during out of school hours and take remedial action if required.
2. A designated key holder.
3. Monitor the work and supervise cleaning staff, and ensure they have the equipment and products they need.
4. Responsible for regular maintenance and health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules and follow up on actions/remedial works.
5. Responsible for keeping all paperwork and checklists up to date
6. Responsible for completing regular statutory checks and completing logs
7. Responsible for contractors whilst on site and ensure work is completed to the required standard.
8. Review and follow site risk assessments, ensure compliance within the school with all health and safety and COSHH regulations.
9. Monitor materials and stock and liaise with office to order supplies.
10. Handle use of school credit card for the purchase of materials to carry out repairs.
11. Responsible for the regular checking and operations of systems such as heating, cooling, lighting and security (including CCTV and alarms) to ensure safe and effective operations
12. Undertake minor repairs (i.e., not requiring qualified craftsperson) and maintenance of the buildings and site.
13. Arrange emergency repairs.
14. Arrange contractor appointment when repairs can not be completed in house
15. Responsible to keeping up the school appearance ensuring the site is clean, presentable, maintained, safe and secure for all those that use it in any capacity.
16. Undertake general portage duties, including moving furniture and equipment within the school and distributing deliveries.
17. Liaise with other school staff/departments on premises issues.
18. Support with the arrangements of obtaining quotes and the appointments of external contractors for routine maintenance and emergency repair works on school premises.
19. Periodic cleaning of specific areas/equipment of the school building and grounds according to instructions.

**Individuals in this role may also undertake some or all of the following:**

1. Facilitate lettings and carry out associated tasks, in line with local agreements.
2. Providing out of hours and emergency access to the school site.
3. Undertake cleaning duties in line with specified standards in the absence of cleaning staff.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

**Job Context**

* The premises department have responsibility in the school for the smooth running of the premises. The school site is used extensively, both for curriculum activities and for community purposes by external hirers. The school is potentially available for approved activities throughout the year (7 days a week, 52 weeks a year).
* Job holder has the autonomy to make decisions within established procedures, plans work and deals with unexpected problems. Ensures maintenance procedures are followed. Decides on whether to undertake minor repairs, prioritisation of contractors and suppliers.
* Oversee maintenance work; regularly required to reprioritise tasks.
* Regular contact with other site and facilities staff, teaching staff, senior leadership team, external contractors (orally and in writing); advisory and training in relation to cleaning staff

**Knowledge, Skills & Abilities**

* Practical and procedural knowledge of policies and procedures for premises security, repairs and maintenance, technical knowledge and understanding of heating, lighting and security systems, ordering of supplies, commissioning contractors, facilities management, health and safety, and supervision.
* Skills and experience in facilities equivalent to national qualification level 3 and supervisory experience.
* Manual dexterity in operating equipment and minor repair work.
* Ability to plan, organise and prioritise

**Supervision**

* Job holder has the autonomy to make decisions within established procedures, plans work and deals with unexpected problems. Ensures maintenance procedures are followed. Decides on whether to undertake minor repairs, prioritisation of contractors and suppliers.
* Provides advice to senior management team on maintenance policy and procedures.
* Regular supervisory responsibility for work of other premises staff and contractors.

**Problems, Demands & Decisions**

* Through the oversight of maintenance work is regularly required to reprioritise tasks to ensure that the site is kept functional.
* Planning preventative maintenance programmes, analyses and planning the nature and extent of repairs and maintenance and procure contractors.

**Dimensions**

* Handles school credit card for purchase of materials for repairs.
* Regular supervisory responsibility for work of other premises staff and contractors.
* May oversee cleaners (3-5), in secondary settings a small team of site staff (not usually higher than H3) typically no larger than 2-3 other staff.
* Responsible for the overall security of the school premises; designated key holder for the locking and unlocking of premises; ordering and stock control of a range of equipment and materials. Advice to senior management team on maintenance policy and procedures.

**Physical Effort**

* Requires regular physical effort such as extensive walking, bending and stretching, pulling or pushing equipment with occasions of more intense effort, such as moving or lifting furniture.

**Working Environment**

* Work is occasionally exposed to conditions that are generally unpleasant, hot, cold, wet, noisy, dirty or that involve some measurable physical risk.
* Indoor and outdoor work; cleaning, minor repairs in toilet areas; deals with spillages, waste collection