



## ST MICHAEL'S CATHOLIC HIGH SCHOOL

### JOB DESCRIPTION

### SITE MANAGER

**JOB TITLE:** Site Manager

**JOB PURPOSE:** To support the School Business Manager to provide a clean, safe and effective learning and working environment for the school community. Responsible for the security of the premises and related health and safety, maintenance and cleaning within the school.

**ACCOUNTABLE TO:** School Business Manager

**KEY ACCOUNTABILITIES:** To support the school's ethos and aims as expressed in the School's Mission Statement and Aims.

#### **KEEPING CHILDREN SAFE**

It is the duty and responsibility of every member of staff (teaching and non-teaching) to monitor the welfare of every child and act swiftly in their interests when a need is recognised. The actions of every staff member and responsible adult matter too, for every child.

All members of school staff (teaching and non-teaching) employed to work on school premises and in contact with children must read, understand and comply with the School's policy on child protection and procedures for safeguarding children

#### **KEY RESPONSIBILITIES**

- Be responsible for ensuring the security of school buildings and site.
- Act as a designated key holder, providing occasional out of hours and emergency access to the school site.
- Arrange for general maintenance within specialist areas such as heating, lighting and plumbing to ensure safe and effective operation.
- Responsible for regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment.
- Responsible for regular maintenance checks and follow-up actions.
- Provide advice on the annual long-term maintenance requirements to support a cost-effective maintenance programme.

- Responsible for contractors whilst on site and ensure work is completed to the required standard.
- Purchase premises related equipment and supplies within agreed budget.
- Responsible for the regular checking and operation of systems such as heating, cooling, lighting and security (including CCTV and alarms).
- Arrange tenders and quotes (liaising with school business manager) and manage the appointment of external contractors.
- Supervise other premises staff (2-4 staff).
- Undertake risk assessments, ensure compliance within the school with all health and safety COSHH regulations.
- Liaise with other school staff/departments on premises issues.

### **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.
- The department are primarily tasked with ensuring the site is clean, presentable, safe and secure for all those that use it in any capacity.
- 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 and other facilities staff for both development and on boarding.

### **Knowledge, Skills & Abilities**

- Physical fitness is a prerequisite as the post involves portage duties, including movement of furniture, fixtures departmental supplies and other such equipment to various locations within the school.
- Basic computer skills are essential for this role.
- Manual dexterity in operating equipment and minor repair work.
- Theoretical 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.

## Supervision

- Provides advice and makes recommendations to the school business manager on longer term maintenance of the school site.
- Management responsibility for cleaning and maintenance staff and contractors whilst on site.
- To contribute to a safe, secure working environment which supports equal opportunities and anti-discriminatory practice.

## Working Environment

Works occasionally exposed to conditions that are generally unpleasant, hot, cold, wet, noisy, and dirty or that involve some measurable physical risk e.g. working at height – for which appropriate H&S training will be provided.

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.

Headteacher/line manager's signature:

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Date:

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Post holder's signature:

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Date:

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