



# Holdbrook Primary School and Nursery

## Job Description Site Manager

Job title: Site Manager

Location: Holdbrook Primary School and Nursery

Pay Grade: H4/H5

Purpose of the Role: Responsible for the security of the premises and related Health and Safety, maintenance and cleaning within the School and providing an appropriate environment for students to work and learn.

Responsibilities:

- Be responsible for ensuring the security of school buildings, site and resources.
- Act as a designated key holder, providing 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
- Manage the Schools maintenance requirements to support a regular and cost effective maintenance programme
- Responsible for contractors whilst on site and ensure work is completed to the required standard, co ordinating projects where appropriate.
- 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 and manage the appointment of external contractors
- Supervise other premises staff.
- Undertake risk assessments, ensure compliance within the school with all health and safety responsibilities for example COSHH, ladder, asbestos, legionella and asset register.
- Liaise with other school staff/departments on premises issues.
- Lead H&S induction training for all new staff.
- Responsibility for the coordination of lettings and seeking opportunities to maximize bookings.
- Monitoring utility usage and taking action to reduce expenditure where appropriate.
- Act as H&S Officer and complete termly H&S checklist inspections
- Report H&S matters to SLT and Governors

<b>Knowledge</b>	<b>Competencies</b>
NVQ level 2 (or equivalent)	Communication (written and verbal)
Minor DIY repairs and maintenance	Listening
Level 1 Safeguarding / Awareness of keeping children safe	Team working
Awareness of Control of Substances Hazardous to Health (COSHH)	Monitoring
	Planning and organising
	Flexibility

Working knowledge of Health and Safety at Work Working knowledge of policies and procedures Knowledge of legionella and asbestos testing Understanding of the Schools Ethos, Vision and Values Manual Handling	Customer service
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*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*This role will be reviewed annually as part of the PMD process*

*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.*