



St Michael's Woolmer Green & All Saints Datchworth Schools

Site Manager Candidate pack



St Michaels Woolmer Green & All Saints Datchworth Primary Schools

Site Manager – Job description

Grade: H4 £23,893 – £25,119 (Depending on experience)

Hours: 37 hours per week, 52 weeks per year

(27 hours at Woolmer Green & 10 hours at Datchworth)

Holiday: 24 days holiday to be taken outside of term time

Responsible to: School Business Manager/Headteacher

Introduction

St Michaels Woolmer Green & All Saints Datchworth schools are looking for a site manager to join our team. Each school is 5 minutes' drive from each other and both have the same School Business Manager, both schools working in collaboration. The salary reflects travel times between sites twice per day. Candidates must have own method of transport.

Main purpose

To be responsible for the security, maintenance and cleaning of the school.

Key responsibilities

1. Ensure that buildings and the sites are secure, including during out of school hours and taking remedial action if required.
2. Act as a designated key holder, providing out of hours and emergency access to the school sites.
3. Procure quotes for routine maintenance work and capital projects on school premises.
4. Be responsible for other site staff including cleaning staff and grounds persons.
5. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms).
6. Undertake minor repairs (i.e., not requiring qualified craftsman) and maintenance of the buildings and sites.
7. Arrange emergency repairs.
8. Arrange regular maintenance and safety checks.
9. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
10. Monitor materials and stock and order supplies.
11. Undertake general portage duties, including moving furniture and equipment within the schools.
12. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.

13. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, and equipment, in line with other schedules. Including fire alarm testing, legionella testing etc. (Set out in the site managers checklist).

Job Context

- The premises department have responsibility in the school for the smooth running of the premises. The school sites 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).
- The department are primarily tasked with ensuring the site is clean, presentable, safe and secure for all those that use it in any capacity.
- 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.

Knowledge, Skills & Abilities

- Practical and procedural knowledge of the range of regulation and policies governing premises security, repairs and maintenance, operation of heating, lighting systems, ordering of supplies, procuring maintenance services.
- Skills and experience in facilities equivalent to national qualification level 3 and supervisory experience.
- Manual dexterity in operating equipment and minor repair work.

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 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

- Regular supervisory responsibility for work of other premises staff and contractors.
- May oversee cleaners (3-5)
- Responsible for 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 occasional short periods of physical effort such as bending and stretching and using tools and equipment.

Working Environment

- Work is occasionally exposed to conditions that are generally unpleasant, hot, cold, wet, noisy, dirty or that involve some measurable physical risk.

The employee from time to time may be asked to carry out additional roles as stipulated by the line manager.

Signed by employee: _____

Date: _____



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Site Manager – Person Specification

Knowledge	Essential	Desirable
Evidence of ability to be flexible, friendly, can-do attitude and enjoy a varied routine	✓	
Working knowledge of Health and Safety Regulations such as COSHH, working at heights etc		✓
Full, clean driving license	✓	
12 months + caretaking experience		✓
Experience with boiler plant operations		✓
Recognised trade qualifications or other evidence of relevant repair and maintenance skills		✓
Evidence of ability to organise own work	✓	
Energetic	✓	
Competent computer user		✓
Ability to prioritise	✓	
Ability to work in a team but also capable of working on own	✓	
Commitment to safeguard and promote the welfare of students	✓	