

Job Description

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| Job title | Site Manager | Grade | LBR10 |
| School | Valentines High School | | |
| Reports to | School Business and Finance Manager | | |
| Main duties and responsibilities | | | |
| Job Purpose The overall purpose of this role is to support the management and development of the school site and premises and to manage the Health and Safety procedures within the school. This will include managing school premises issues as they arise, developing a premises and maintenance plan to ensure that the premises are fit for purpose and meet the requirements of health and safety legislation and the curriculum. To provide strategic and operational leadership of the Site team, including the allocation and monitoring of work and performance management. The post holder will be required to be an experienced practitioner with significant practical skills. The role is both operational as well as managerial, therefore you will be required to have a 'hands on' approach and lead by example, as you will spend a significant proportion of your time involved in practical site activities. | | | |
| Core Responsibilities: <ul style="list-style-type: none">• Contribute to the strategic planning and development of the school site, in conjunction with the Headteacher and School Business Manager and to be proactive in identifying the most appropriate and effective solution.• Be the lead on Health & Safety across the school site.• Monitor the condition of site buildings and grounds to ensure that appropriate standards are achieved.• Ensure risk assessments are completed and reviewed at appropriate intervals.• Liaise with the Local Authority and third parties regarding Health and Safety issue.• Ensure that departments have current Health and Safety information relevant for their subject.• Liaise and be the first point of contact for contractors including the cleaning and lettings contractors.• To manage, lead and supervise the performance of the Site team, including the allocation of daily, weekly and monthly preventative maintenance tasks for each member of the Site team.• Provide/arrange the appropriate training for the site staff. | | | |
| Planned Maintenance: <ul style="list-style-type: none">• To operate a healthy and safe working environment in accordance with the Health and Safety at Work Act 1974 and to ensure that declared policies are adhered to.• To monitor the conditions of the school fabric and to be responsible on a day-to-day basis for approved and agreed repair and maintenance work and to ensure that repair and maintenance needs are recorded, discussed with the School Business Manager and Headteacher and if appropriate actioned.• Prepare and plan maintenance, service contracts and cyclical maintenance.• To manage and carry out repairs of a minor nature which do not require specialist knowledge both inside and outside the building.• Organise and manage reactive maintenance.• Ensure that the planned maintenance programme for the school is understood and any need to use third-party contractors is agreed and booked in advance ensuring compliance.• Receive regular reports from the Site team regarding the reactive maintenance undertaken, including date, time taken, materials utilised and lead member of staff and compile preventative maintenance actions if suitable.• To be the point of contact for all building and site contractors and agencies and monitor their standard of work. | | | |

- Agree the scope of the work with the School Business Manager and obtain quotes from third party contractors prior to instructing them to undertake the work to demonstrate that best value has been obtained, in accordance with school policy.
- Maintain a file of all work undertaken by third party contractors, including:
 - Specification
 - Quotes – both successful and unsuccessful
 - Method statements and risk assessments forwarded by the contractor to cover the specified work, some of these may be generic
 - Copies of the signing-in log and Asbestos Register review
 - Copies of all permits to work
 - Ensure that all work is signed off on completion, identifying any areas of concern, and managing the contractor until the work is completed satisfactorily.
- Ensure the site is checked weekly for any possible health & safety hazards.
- Ensure that the water temperature checks are completed each week and records kept
- Ensure the risk management systems are in operation and effective.
- Ensure the premises are up to the correct temperature by the designated time and that adequate hot water is available and appropriate action to be taken, including monitoring where necessary.
- To be responsible for the servicing of the building's plant and fire monitoring systems and CCTV.
- Organise annual PAT testing for all electrical equipment, and also all other regular servicing and testing of school equipment and infrastructure and vehicles (e.g. Dust extraction, mechanical lifts, lighting installations, school minibuses etc.).
- Check the school mini buses to ensure that the annual safety inspections and MOTs are completed and that the minibuses are clean and fit for use.
- Maintain accurate and timely records of inspections.
- Maintain and update the school's Health and Safety Policy in liaison with the Business Manager
- Ensure that arrangements are in place to ensure that there will be an appropriate and timely response to emergency callouts as necessary.
- Ensure that all emergency repairs are alerted and completed.
- Ensure that there is safe and secure access to all areas of the school building.
- Ensure that the school is properly prepared for use during inclement weather.

Health and Safety

- Ensure that the premises and equipment is compliant with Health and Safety Regulations.
- Provide advice on Health and Safety issues and implement Health and Safety requirements including Risk Assessments for all school activities.
- Monitor health and safety procedures within the school.
- Arrange Health and Safety inspections, risk assessments and termly fire evaluation procedures.
- Report termly to the Finance and Premises Committee on premises and site related safety.
- Ensure that a rolling programme of auditing Risk Assessments is implemented to ensure that they are still relevant.
- Ensure that all staff use equipment in a safe manner and are appropriately trained.
- Be responsible for the COSHH on site by ensuring that a register of all hazardous chemicals in use on the site is developed and maintained, and ensure that all staff who use the chemicals are aware of how they should be safely used and stored.
- Ensure that any contractors visiting the site are shown a copy of the Asbestos Register and sign the asbestos management plan.
- Ensure that any contractors visiting the site are made aware of the Safeguarding, Health and Safety, Safeguarding and fire evacuation procedures.
- Continuously monitor compliance with health & safety and fire regulations.
- Ensure that the fire alarm is checked weekly and a record of the test maintained.
- Ensure that the fire strategy is fully implemented and necessary procedures and checks are regularly to ensure compliance.
- Ensure that the emergency lighting is checked weekly and a record of the test maintained.
- Ensure that the firefighting equipment is checked weekly and any fire extinguishers that have been discharged are replaced immediately.

Security

- Ensure that the site is secure and that entrances and exits are monitored through the School day and out-of-hours, including ensuring that there is an adequate number of Site staff on site at all times when the School is open to the public.

- To ensure and improve the security systems of the premises and its contents both when the buildings are in use and when closed (including the operation of shutters and the fire and burglar alarm systems and main key holder responsibilities).
- To be responsible for the routine and non-routine opening of the premises and grounds and arranging for cover during holidays.
- To ensure the access to the building outside of normal working hours in the event of an emergency break in or intruder situation and to take appropriate action including, where possible, making premises secure.
- To be familiar with procedures as laid down by the School as they relate to fire, flood, breaking and entering, major damage or incident and to react accordingly by providing safe access and exit to the premises.
- To be responsible for the security and the cleanliness of the boiler houses and store rooms
- To report any unusual occurrence to the appropriate emergency or other services and inform members of staff as appropriate.
- Responsible for the security of the site and checks of the building outside school hours, including the operation of security alarms and to respond as the first point of contact for out of hours calls.
- Liaise with police, security and surveillance contractors.
- Ensure that the locking systems of the buildings are not compromised, and that the alarm system is regularly serviced and maintained.

Additional Responsibilities:

- To ensure that any issues identified as falling under the remit of the Site Manager role are satisfactorily resolved whether they are strictly a premises-related matter or not
- Be responsible in assigning cleaning staff to areas, carry out daily inspections to ensure cleaning operatives are cleaning the school effectively and ensure that cleaning operatives follow health and safety procedures
- Attend service review meetings with the School Business Manager and Cleaning contractor.
- Be responsible for the ordering of cleaning materials, and research potential developments in cleaning equipment that could improve the service provided.
- Authorise overtime pay claims for site staff.
- To develop self within the post, undertaking training as appropriate to ensure that relevant knowledge and skills are updated in order to support the development of the school
- To undertake specific tasks as identified by the Headteacher and School Business Manager.

Other

To undertake any other duties commensurate with the grade as required

Valentines High School Values & Ethos

- To play a full part in the life of the school community, to support its distinctive mission and ethos and where applicable encourage and ensure staff and students to follow this example.
- Support the school in meeting its legal requirements for collective worship.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with the post holder, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Signed by.....

Date.....