

Job title	Site Manager
Job type	Permanent
Job hours	36hpw x 52.14wpy (daily split shift – 6.00am – 10am / 2.45pm – 6.00pm)
Pay Grade/Scale	OUTL6 (18-20) currently £30,699 - £31,731pa
Location	Newbridge School - Lower School
Responsible to	Head of School via Facilities Manager

Job purpose

To ensure the provision of maintenance and security services on school premises and sites, therefore ensuring a clean, healthy, safe and secure working environment for the school community and other stakeholders and visitors.

This post would work closely with Facilities Manager to maintain consistent service and provision and cover across the trust.

Duties and responsibilities

Security

- Principle key holder responsible for the safe unlocking and locking up of school facilities and providing emergency access to the school site when required.
- Undertake regular security checks and identify security risks.
- Monitor fire safety equipment and carry out fire drills.
- Operate and respond to alarm systems where appropriate, outside of any specialist monitoring brief.
- Monitor CCTV or surveillance equipment where appropriate and in line with Trust policy and liaise with police, security and surveillance contractors when required.

Health and Safety

- To be responsible for H&S of the site and to attend required 'Health and Safety' training courses when requested
- Ensure that all equipment and machinery is in a safe working condition and properly stored when not in use, reporting any concerns about the condition of equipment to the Head of School (HoS) or Facilities Manager (FM) as quickly as possible.
- To understand COSHH and maintain associated files.
- To manage the control, monitoring, ordering and safe storage of cleaning materials and supplies as necessary
- Ensure that the asbestos register is kept up to date and that all contractors are asked to review and sign before undertaking any duties and general staff asbestos awareness and report any changes or concerns to the FM
- To check water temperatures and make records on a weekly basis ensuring that all legionella assessments are up to date
- To test and record fire alarm systems and emergency lighting on a weekly basis including periodic inspections of fire equipment
- Facilitate termly fire drills
- To work within the guidance of premises Risk Assessments and report any concerns or developments to the FM as appropriate.

Maintenance

- To undertake regular site inspections, identifying and recording repair and maintenance requirements/ defect on the Trusts reporting system.

- Carry out minor repairs and maintenance
- Undertake appropriate repairs e.g. redecorating and fixing.
- Undertake minor/simple repairs e.g. Minor plumbing, changing light bulbs unblocking drains.
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for your school.
- To organise and carry out minor decoration programme as agreed with the FM or HoS.
- To organise and carry out minor improvement work e.g. Erecting shelves, notice boards, bookshelves etc. As agreed with the HoS or FM.
- To oversee and monitor the operation and maintenance of heating plant and lighting systems.
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records.
- Collect and assemble waste for removal and monitor clinical waste disposal.
- Carrying out emergency cleaning measures, as necessary, following storms, floods, break-ins, vandalism and body spillages
- Undertake cleaning duties such as graffiti removal, litter-picking.
- Coordinate deliveries to the school site.
- Monitor performance of contracts and record performance against specified standards.
- Liaise with contractors & undertake client role in connection with premises-related contracts.
- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises.
- To oversee the maintenance of hydro pool and plant and specialist sports and other equipment. Pool plant operation training is a requirement for this aspect of the role. The School will provide this.

Grounds Maintenance

- To keep school grounds and premises litter free, ensuring any hazardous materials or items are disposed of safely.
- To ensure that external litter bins are emptied daily and that the site is kept clear of litter and animal excrement.
- Weeding of paths, paved areas and gutters etc. as required.
- Snow clearing and gritting of all essential paths as required.
- Ensuring that all hard-playing areas and paths are free from hazards and that all drains and gullies are free flowing and clean.
- Reporting any blockages to the HoS or FM as appropriate.
- To follow the maintenance programme for all outside areas and equipment, keeping records of when these maintenance procedures are carried out to enable a timetable of work to be developed
- To oversee the work of the Grounds Maintenance Contractors

Resources

- To advise the Facilities Manager on matters relating to energy control and conservation.
- Contribute to planning, development and organisation of systems/procedures/policies.
- Be responsible for maintaining records, information and data, producing analysis and reports as required.
- Create and maintain a purposeful, orderly and productive working environment.
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials.
- To assist in safety audits of the premises and contribute to relevant risk assessment activity.

- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times.
- To Maintain and update the Schools Asset Management Register, including disposals.
- Operation and Maintenance of the School Minibuses.

Organisation and supervisory

- To be a trained First Aider – training will be organised.
- To be a trained trainer for specific tasks – training will be organised
- To be MiDAS trained – training will be organised.
- Demonstrate and assist in the safe and effective use of specialist equipment/materials.
- Provide specialist advice and guidance as required.
- Portering duties e.g. Delivering mail, moving furniture and equipment.
- To undertake lettings and assist in management, administration and smooth operation of lettings system.
- Monitor & manage stock within an agreed budget, cataloguing resources & undertaking audits as required.
- Manage cleaning and/or site staff including induction and probation, training and management procedures.
- Manage cleaning rotas appropriate and adequate resources provided.
- Manage the facilities aspect of the Pool Lifeguard role.
- Manage maintenance of all school vehicles and to carry out driving duties when required by senior staff.
- Liaise regularly with the school meals service provider, ensuring that any concerns raised by them in relation to their H&S and Food safety standards checks are addressed.
- Regularly review work undertaken by attending Premises meetings with FM and undertaking other reasonable tasks as required by the HoS.

Responsibilities of all staff

- All employees are expected to comply with the Code of Conduct for Employees, School policies, their conditions of service, and appropriate legislation.
- Promote the vision, and contribute to the overall aims and values of the school and trust and in so doing, support its leadership.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be responsible for ensuring that personal and sensitive data processed within the school and trust is treated with confidentiality and kept secure and in line with Data Protection guidance including General Data Protection Regulations.
- Be aware of and support difference and ensure equal opportunities for all. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote and ensure own health and safety, as well as that of colleagues, pupils and the public (in accordance with appropriate health and safety legislation) at all times. All employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards in the appropriate way.

- Duties and responsibilities of the post may change over time as requirements and circumstances change.

Other Requirements

- You must have an up-to-date Enhanced DBS Disclosure which the trust will apply for, on your behalf, if you are appointed to the role
- Present a positive, professional and friendly disposition and personal image contributing to a welcoming school environment which supports equal opportunities for all
- The trust is committed to Safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment
- Ability and means to travel between trust sites on school business on a regular basis is essential.

Person specification

Criteria	Qualities
Qualifications and Experience	<ul style="list-style-type: none"> • Handyperson experience (essential) • Caretaking/site-keeping experience in a school or similar environment (essential) • Willingness to undertake training (essential) • Good numeracy/literacy skills / GCSE (or equivalent) Maths and English (essential) • NVQ 2 OR equivalent qualification (essential) • Driving License (essential) • Pool Plant Operation trained (essential - provided if not already in place) • MIDAS trained (essential – provided if not already in place)
Skills and Knowledge	<ul style="list-style-type: none"> • Competent and effective use of ICT (essential) • Working knowledge of relevant polices/codes of practice/legislation • Knowledge and understanding of Health & Safety procedures and precautions. • Knowledge and understanding of COSHH regulations. • Knowledge and understanding of moving and handling procedures. • Willingness to participate in development and training opportunities. • Ability and motivation to work on own initiative as well as part of a team.
Personal Qualities	<ul style="list-style-type: none"> • A friendly and positive attitude. • Ability to relate well to children and adults. • Self-motivated. • Good attention to detail. • Trustworthy and honest disposition.
Job Circumstances	<ul style="list-style-type: none"> • To be a driver with full driving licence (essential). • Ability and means to travel between the trust sites for business when required.