

**CENTRAL BEDFORDSHIRE COUNCIL  
SHEFFORD LOWER SCHOOL**

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Site Manager
<b>RESPONSIBLE TO:</b>	Headteacher
<b>RESPONSIBLE FOR:</b>	Premises Staff
<b>JOB PURPOSE:</b>	To manage and maintain the school buildings and grounds in a professional and ethical manner where team working is key

**Main duties and responsibilities:**

- Management of caretaking and cleaning staff
- Management of budget related to school maintenance
- Security of premises, acting as second main keyholder
- Responsibility for health and safety of the site
- Overall responsibility for cleaning and hygiene
- Maintenance of furniture, fittings and equipment
- Maintenance of buildings, including co-ordination of school assets
- Maintenance of grounds
- Energy Management and Conservation

**Management of caretaking and cleaning staff**

1. In liaison with Headteacher manage the recruitment of caretaking and cleaning staff, creating an environment of good teamworking.
2. Plan the work allocation of site and cleaning staff ensuring adequate staffing levels are maintained and arranging cover as necessary and providing induction training and CPD.
3. Under the direction of the Headteacher to deal with applications for annual leave and leave of absence, in accordance with the school's agreed policy.
4. Supervision of the Caretaker to ensure cleaning of premises is to the required standard and that all caretaking and cleaning equipment is clean and in good working order.
5. Manages the work of site staff and where there is cause for concern liaises with the Headteacher to ensure correct personnel procedures are followed.

**Management of Premises budget**

6. Plan and agree the budget for cleaning, site and maintenance in consultation with the HR/Finance Manager and Headteacher. Records and plans expenditure.
7. Arrange for the ordering of supplies and equipment in accordance with the budget plan and school procurement procedures.

## **Security of Premises**

8. Line management of the Caretaker to ensure that buildings are open as required, including for hirers and that doors, windows are secured, blinds closed and that all lights, heaters and gas controls are turned off every night.
9. Takes reasonable steps to deter trespass and unauthorised parking on site, having regard to health and safety.
10. Shares the keyholding responsibility with Caretaker.
11. Ensures that all equipment is security coded and maintains inventories including serial numbers.
12. Ensures that external security light and CCTV is functioning properly.
13. Liaison with the security company as required to arrange patrols and keyholding.

## **Cleaning and Hygiene – delegating responsibility to the Caretaker**

14. Ensures that high standards of cleanliness and hygiene are maintained throughout the school and that cleaning staff are trained appropriately.
15. Ensures that stocks of cleaning materials, soap, paper towels etc are maintained and replenished as necessary. Ensures that materials are stored in line with COSHH and other health and safety regulations.
16. Ensures that the outside of the buildings are kept free of litter, graffiti, leaves etc.

## **Maintenance of furniture, fittings and equipment**

17. Ensures that furniture, fittings and equipment are checked regularly, including electrical testing, effecting repairs and replacements as necessary, advising the Headteacher where major expenditure and records and plans such expenditure.
18. Ensures that all rooms are appropriately equipped with furniture and that equipment is in position.

## **Maintenance of buildings and grounds, including co-ordination of the School Asset Management Plan**

19. Assists in the preparation and maintenance of the School Asset Management Plan, reporting as appropriate to Headteacher and Governing Board.
20. In liaison with the Headteacher devise and implement an annual maintenance programme.
21. Make arrangements for routine repairs and maintenance work to be carried out as directed by the Headteacher and rolling re-decoration/refurbishment programmes, supervising contractors on site.
22. Ensures that a system is in place for staff to report repair and maintenance issues as they arise. Carries out minor repairs and decorating, together with the Caretaker.
23. On request from the Headteacher obtains quotes and tenders for minor building works and completes the necessary Local Authority documentation, including planning permission and building control.
24. Instructs and supervise contractors in respect of grounds maintenance.
25. Ensures that access to school in the event of bad weather is maintained and works with the Caretaker to clear paths of snow, ice, leaves, floodwater or other non-predictable event.

## **Health and Safety**

26. Responsibility for health and safety processes undertaking risk assessments and ensuring that all checks are up-to-date and recorded on Smartlog, dealing with any issues promptly.
27. Attends health and safety courses, including asbestos and legionellas and ensures site staff have appropriate health and safety training.
28. Undertakes health and safety monitoring procedures in accordance with the health and safety policy.

## **Energy management**

29. Ensures the school is at an appropriate temperature at the start of the day and that the heating system is working at optimum checking thermostats etc.
30. Monitor use of fuel and water and report any faults are reported promptly to the relevant provider.
31. Ensures services are closed down during the school holidays.

## **Porterage**

32. Shares responsibility with the Caretaker to ensure that deliveries of equipment, furniture and materials are dealt with promptly.
33. Shares porterage duties with the Caretaker in moving equipment, furniture and materials as required.

## **Management of Lettings**

34. Ensures that all lettings are serviced appropriately, opening and locking up as required if the Caretaker is unable to.
35. Ensures that the building and grounds are left in a safe and clean condition after use. If any damage is noticed report to the hirer and Headteacher as soon as possible.
36. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure and confidential and sensitive information.
37. To undertake any other duties of a similar level and responsibility as may be required.

## PERSON SPECIFICATION

**JOB TITLE:**

**Site Manager**

<b>Attributes</b>	<b>Essential</b>	<b>Preferred</b>
<b>Education/Qualifications</b>	GCSE English and Maths Grade C (4) or above.	Relevant trade qualification (e.g. carpentry, electrical, plumbing) at City & Guilds or equivalent. Health and Safety Qualification.
<b>Experience</b>	<p>2-3 years' relevant experience.</p> <p>Previous experience of supervising staff.</p> <p>Previous health and safety management experience.</p> <p>Budget management experience.</p>	<p>Previous experience in a school.</p> <p>Previous experience of managing contractors and small building projects.</p>
<b>Skills/Knowledge/Aptitude</b>	<p>Ability to undertake administrative tasks including budget monitoring and record keeping.</p> <p>Knowledge of COSHH.</p> <p>Ability to undertake a range of maintenance tasks.</p> <p>Good interpersonal skills being able to work with a range of stakeholders.</p> <p>Good organisational skills.</p> <p>Ability to present straightforward reports.</p> <p>Ability to prioritise own workload and that of cleaning and caretaking staff, as appropriate.</p> <p>Ability to lead and motivate a team effectively.</p> <p>Ability to work on own initiative and make decisions.</p>	Knowledge of IT (Excel, Word)

	<p>Ability to work under pressure.</p> <p>Ability to develop good working relationships with staff, pupils, visitors and all users of the school site.</p> <p>Good IT skills.</p>	
<b>Motivation</b>	<p>Ability to work hard and take a pride in the job with commitment to achieving high standards of cleanliness and hygiene.</p> <p>Willingness to work flexibly to adapt to the school's changing needs.</p> <p>Willingness to work overtime when needed, including evenings and weekends and to ensure that lettings are serviced.</p> <p>Ability to work without supervision.</p> <p>Trustworthiness</p> <p>Willingness to undertake further training as appropriate.</p> <p>A desire and ability to work within the school's values and ethical framework</p>	
<b>Physical</b>	<p>Ability to undertake manual work and to perform tasks included in job description.</p> <p>Ability to move and use domestic and industrial cleaning equipment (polishers, vacuum cleaners etc)</p>	
<b>Other</b>	<p>Availability for call-out duties (e.g. to respond to alarms)</p> <p>Willingness to wear protective clothing as supplied.</p>	

