

Job description

Job title:	Site Manager
Job ref:	XS 1.1
School:	
Grade:	XS 1.1a Dorset Grade 9 / XS 1.1b Dorset Grade 8 / XS 1.1c Dorset Grade 9 / XS 1.1d Dorset Grade 7
Reports to:	Headteacher / Bursar or other nominated person

Main job purpose

To ensure the school's buildings and furnishings are safe, secure and maintained to standards defined by the school and Health and Safety legislations and determined by the SMT and governors of the school. To plan, organise and inspect all works relating to the general site management ensuring that the school's accommodation is fit for purpose and available as required.

Main responsibilities and duties

1. To manage and supervise all caretaking, building repair and maintenance, janitorial and cleaning services.
2. To record, investigate and report findings and/or recommendations to the headteacher/SMT relating to all accidents at work.
3. To identify and provide appropriate and regular training to site service personnel in safe working practices, handling of equipment, machinery, chemicals and materials and manual handling regulations.
4. To advise the headteacher and the relevant governors' as to the maintenance, upkeep and development necessary within the school.
5. To plan, specify and programme work related to the internal site maintenance and repair, responding to repair requests and bids; retaining records and budgetary records, including emergency repairs and signing off contractor's work and related invoices.
6. To specify work, supervise and direct the grounds maintenance contractors.
7. To assess and monitor contractor services on-site against agreed specifications, reporting to the SMT/Bursar matters of concern regarding standards of work.
8. To be responsible for the overall security of the site and to arrange for the locking of the site following end of use and to provide appropriate levels of security (e.g. out of schools hours) for lettings and other related activities, including the setting of the alarm system and responding to call out by the police.
9. To ensure that the maintenance and servicing of heating plant, its operation and monitoring heating requirements as necessary.
10. To respond to delivery of and ensure adequate supply of materials and equipment; approve and sign for deliveries; to arrange for internal distribution.
11. To advise Bursar/Business Manager of identified major repairs and maintenance requirements outside agreed service specification/limitation.
12. To monitor all contractors and own work groups to ensure best value, and to assess and propose alternatives to improve the quality/cost effectiveness of the service.
13. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.



Knowledge & skills

To have a recognised apprenticeship or similar (e.g. City & Guilds), with a good all round knowledge of building and associated trades is essential. Approved certificates in the use of specialist equipment, (e.g. wood machinery, circular saws) will be required where general repairs to the fabric of the buildings in undertaken in-house.

Managerial experience and qualification is desirable but previous relevant supervisory experience in a senior caretaking or related post is essential.

As the nominated health and safety expert for the site, the postholder must have a detailed knowledge and understanding of and be able to advise, guide and apply the statutory requirements of risk assessment and avoidance, the manual handling regulations and the handling of hazardous chemicals (COSHH). (Wherever possible this competence should be confirmed by the award of appropriate certification).

Supervision & management

The postholder will often be required to work without direct supervision due to the times of work and/or nature of duties.

Management & Supervision of caretaking, cleaning, janitorial and grounds personnel on site and joint supervision of contract personnel working on site:

- XS1.1a - There is a requirement to supervise other staff (including PDR's)
- XS1.1b - There is no management or supervisory responsibility
- XS1.1c - There is a requirement to supervise other staff (including PDR's)
- XS1.1d - There is no management or supervisory responsibility

Problem solving and creativity

Identifying and responding to any problems arising from machinery and equipment breakdowns, or any other incidents occurring during and out of school hours. Making appropriate arrangements for repairs to be carried out, as authorised by the Headteacher and responding in line with agreed school policies and procedures.

Key contacts & relationships

1. Regular contact with the headteacher, SMT, Bursar and staff and students of the school. Additionally, the postholder may have regular contact with parents, other site users (lettings), contractors and other delivery services.
2. Regular contact with officers of the LA and other such external bodies as to site maintenance and inspection forms part of the duties of the postholder.

Decision making

1. The postholder will have control of budgets relating to the maintenance of the buildings and grounds of the site, including cleaning materials, minor building and repairs works, fixtures and fittings and general maintenance.
2. Identification of and responding to health and safety hazards throughout the school premises.



Resources

Cleaning equipment e.g. buffing machine and chemicals will be used on a regular basis. A detailed and thorough understanding of operation and maintenance of the school alarm and heating systems will be required. Training and appropriate personal protective equipment will be provided.

Working environment

1. Frequent physical effort, including walking around the site, lifting and carrying and occasional climbing of ladders within school and workshop environments. Handling and moving deliveries and portorage of furniture and equipment may be required.
2. Occasionally will require some outdoor works in adverse weather conditions, including the provision of safe access to school buildings when snow or ice problems occur.
3. Size of school/number of classrooms.

Approval			
Prepared by	Chris Matthews	Date	January 2005
Designation	Pay and Reward Manager		

