

## Job Description **Site Manager**

Responsible to:	Headteacher
Location:	Heatherlands Primary School
Grade:	Grade 7 SCP 23-26 (£33,366 - £36,124 FTE)
Disclosure Level:	Enhanced Disclosure & Barring Service Check

### Overall Purpose

To ensure that the school's buildings, furnishings and site are safe, secure and maintained to Health and Safety standards and those of the Partnership. To plan, organise, execute and inspect all relevant works relating to the general school site.

### Safeguarding

*Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.*

*The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches, Enhanced DBS check and satisfactory references.*

### Main Responsibilities

#### Risk Management

- Act as Premises Health and Safety Duty Holder and form part of the school's Health and Safety Team (as defined in the CLP Health and Safety Policy).
- With the Headteacher, have oversight of premises and health and safety risks that are unique to an individual school and are managed solely at school level.
- Ensure that significant risks are notified to the Central Team at the earliest opportunity.
- Support the Headteacher in ensuring that hirers and external consultants / clubs have complied with the CLP Lettings Policy including providing all Safeguarding and insurance documentation.

#### Line Management

- Ensure that contractors on site are familiar with Safeguarding and Health & Safety requirements and related school procedures.
- Escort and supervise contractors as required by the school's procedures.
- Monitor cleaning standards and line manage the appointed contract cleaners ensuring day-to-day requirements are clear and reporting any problems or issues to the account manager.
- Coordinate, or contribute to, the procurement of contract cleaners and contract monitoring and management.

#### Premises

- Act as first point of contact for all premises issues within the school and establish an effective system to enable school staff to report concerns and jobs.

- Work with the school colleagues to ensure good maintenance of the site; obtain quotes, oversee contractors, and plan works around the school calendar.
- Ensure security of the school site, liaising with any other occupiers as needed, and reporting concerns to the Headteacher.
- Manage and on occasion provide caretaking, building repair and maintenance, and cleaning services as required.
- Support the Headteacher in the development of the school Capital plan and contribute to the premises budget setting process.
- Establish a rolling programme of internal decoration and carry out any agreed improvements while ensuring compliance with Health and Safety standards and working within budget parameters.
- Using the Planned Preventative Maintenance schedule (PPM) provided with the school's condition survey, electronically maintain the school's PPM schedule ensuring it is updated with completed and new items and accurately reflects prospective spend so that it can be used 1) in the budget setting process 2) to achieve cost-effective and timely maintenance of the school premises, meeting agreed standards and budget parameters, and 3) to inform the CLP Asset Management Plan of significant cost / urgent need items.
- Work with the Central Team as required to enable surveys and inspections of school premises to inform the CLP Asset Management Plan (AMP) and ensure that priority items are notified at the earliest opportunity.
- Work with the Central Team to deliver centrally funded or organised works or other premises activities, including facilitating site access, ensuring that problems on site during works and issues following works are reported at the earliest opportunity to the Central Team.
- Engage and monitor skilled / certified contractors as and when appropriate. Produce work specifications, obtain competitive quotes that meet requirements ensuring best value for money. As part of the engagement process paperwork as required by the Trust's Finance Regulation Manual must be completed and submitted for approval, and RAMS (Risk Assessment and Method Statements) must be gathered before commencement of works.
- Liaise with a designated officer as appropriate to carry out procedures for emergencies, including evacuation, lockdown and repairs.
- Supervise contractors on-site, ensuring that work is completed in line with specifications and to the required standard. Take any appropriate action to resolve problems and liaise with the Headteacher or Central Team as required.
- Arrange and/or carry out the movement of furniture and equipment within the site. Assist with general portering duties, including the distribution of items delivered to the school site.
- Report on premises matters to the Headteacher ensuring necessary alterations and repairs are planned with relevant colleagues.
- Report on premises matters to the governing body; this will usually be via membership of the School's Health and Safety Team.

### Grounds

- Lock & unlock the school entrances ensuring they are safe, to include gritting driveways / pathways as necessary.
- Ensure the school grounds remain tidy and the equipment kept in good order. This may include cleaning external drains and gullies.

- The post will occasionally require some outdoor work in adverse weather conditions, including ensuring safe access to school buildings when snow, heavy rain or ice problems occur.

### **Out of Hours**

- Act as a principal key holder and undertake the day-to-day operational responsibility for all security activity within the site.
- Be the first contact for the emergency services and out of hours calls alongside M&J Security / the Headteacher.
- Where possible, respond to any emergencies out-of-hours on evenings, weekends and school holidays such as floods, illegal entries and fires.
- Administration/ Budget Responsibility.
- Order/purchase equipment and supplies and undertake works within the approved premises budget, ensuring value for money is obtained and in liaison with Headteacher.
- Monitor the premises budget working with the central finance teams to ensure items are relevant and correct.

### **Health and Safety**

- Support the Headteacher to implement the CLP Health and Safety Policy and associated arrangements focusing on premises and working with other Duty Holders.
- Act as first point of contact within the school for premises health and safety matters, working closely with other duty holders as defined in the CLP Health and Safety Policy (Curriculum and Training) and with the Headteacher.
- Support the Headteacher and working with other Health and Safety Duty Holders facilitate school's Health and Safety Audit and address items on the resulting action plan ensuring that priority items are completed or annotated within timescales.
- Prepare and complete premises Risk Assessments as required by the CLP Health and Safety Policy.
- Ensure all premises management and health and safety activities are completed as required by the CLP Health & Safety Policy using the nominated management system and nominated core compliance contractors and service providers. This includes statutory compliance activities using centrally appointed contractors and service providers, maintenance of catering and kitchen equipment, inspection of playground and gymnasium equipment.
- Undertake compliance rectification works using skilled / certified contractors as relevant and following requirements outlined in the premises section of this JD.
- Undertake statutory checks and routinely monitor the operation of the fire alarm, fire doors, lighting, heating, plumbing and security systems.
- Detect and report any building defects to the Headteacher and Central Team. As required, undertake monitoring of defects as required and instructed by appointed surveyors and specialists.
- The post holder has shared responsibility for ensuring the safety of the school site for all users and its adherence to Health and Safety procedures and by observing Health and Safety practice and behaviour around the school, ensure concerns and hazards are escalated to the Headteacher as required.
- Ensure all allocated equipment and materials are stored safely in order to prevent accidents/misuse. Issue equipment and materials as required by the school.
- Keep work areas tidy with all tools accessible and maintained to good working standard.

## General

- Actively participate in learning and development activities to keep up to date and learn new skills, including all training requirements for CLP.
- Attend Premises Network Meetings.
- Respect any and all confidential information.
- Comply with all decisions, policies and standing orders of the schools and CLP; comply with any relevant statutory requirements, including Equal Opportunities legislation, Safeguarding regulations, the Health and Safety at Work Act and the General Data Protection Regulations.

*Whilst every effort has been made to explain the main duties and responsibilities of the Site manager role, each individual task will not be identified. It is expected that all colleagues will endeavour to deliver any tasks identified as reasonable by their Headteacher.*

## Person Specification **Site Manager**

Criteria	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> <li>▪ Good numeracy, literacy and ICT skills</li> <li>▪ Good standard of spoken English</li> <li>▪ Hold recognised, relevant and up-to-date premises or Health &amp; Safety qualifications e.g. IOSH, NEBOSH, COSHH or be willing to train in such qualifications.</li> <li>▪ Commitment to own CPD.</li> </ul>	
Experience:	<ul style="list-style-type: none"> <li>▪ Experience and sound knowledge of building repairs and maintenance, and associated trades.</li> <li>▪ Experience of carrying out general cleaning.</li> <li>▪ Competency at basic building repairs and maintenance.</li> <li>▪ Experience of directing the work of staff or staff management; and managing external contractors.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge of and responsibility for H&amp;S legislation and policies and ensuring good working practice.</li> <li>▪ Ability to understand and apply H&amp;S regulations such as COSHH, Asbestos &amp; Legionella.</li> <li>▪ IT – Word, Excel, Outlook</li> <li>▪ Current or recent experience of working in a similar role within a school environment or similar.</li> </ul>
Professional skills & abilities	<ul style="list-style-type: none"> <li>▪ Ability to build and maintain positive relationships with colleagues at all levels and contractors.</li> <li>▪ Ability to prioritise a varied workload.</li> <li>▪ Ability to work with minimum supervision and make sound decisions.</li> <li>▪ Ability to adapt to changing and conflicting demands.</li> <li>▪ Strong team player and willingness to contribute to the overall success of the school.</li> <li>▪ Excellent attention to detail and accuracy.</li> <li>▪ Strong emphasis and commitment to high standards of customer service.</li> <li>▪ Respectful of the importance of confidentiality and data security.</li> <li>▪ Commitment to ensure that the site promotes the safety and wellbeing of pupils and colleagues in accordance with Health &amp; Safety legislation.</li> <li>▪ Satisfactory DBS clearance (confirmed as part of pre-employment checks).</li> <li>▪ Ability to collaborate with those occupying the shared site.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to proactively problem solve.</li> <li>▪ Knowledge of school's fire and emergency procedures.</li> <li>▪ Ability to work collaboratively with other site managers as part of a team.</li> </ul>

Physical skills & abilities:     ▪ Able to perform the physical tasks required of the post such as lifting, carrying, pushing or working at height (ensuring appropriate risk assessments are carried out).

*The post holder may be required to travel to other local sites, including other CLP schools as necessary.*