



JOB DESCRIPTION

**Form
JD1**

JOB TITLE: Site Manager Level 2		POST NUMBER: E****640	
REPORTS TO (Job Title):		Head Teacher/Deputy Head/Other designated member of staff	
DEPARTMENT: Schools		GRADE: 5	
JE REF:	0129	PANEL DATE:	070208
1.	MAIN PURPOSE OF JOB		
	To make sure that the buildings and grounds are in proper working order, maintaining a safe working environment for all users of the facility.		
2.	CORE RESPONSIBILITIES, TASKS & DUTIES:		
	i.	To act as keyholder as first point of contact for access to school premises out of hours.	
	ii.	To carry out minor repairs eg securing broken windows, changing light bulbs, lighting tubes and unblocking sinks and drains and report any faults requiring specialist help eg electrical contractor.	
	iii.	To carry out checks ensuring lighting, heating, hot water, toilets and drainage are working adequately at the appropriate times.	
	iv.	To make sure the premises are clean and that rubbish is collected and taken away, and any graffiti is removed. Includes cleaning up when children are ill or have accidents.	
	v.	To maintain the grounds and remove litter. Includes salting and gritting and clearance of snow in adverse weather conditions.	
	vi.	To be responsible for ordering of supplies and related budgets.	
	vii.	To be responsible for the security of the buildings and grounds eg monitoring of surveillance equipment and intruder alarms. Includes accepting deliveries and checking off receipt of goods. May be responsible for supervising contractors who are on site,	
	viii.	To carry out security checks to the buildings and grounds. Unlocking and securing of buildings which may include room hire for non-school activities outside normal school hours.	
	ix.	To ensure the safe storage of equipment and supplies and the keeping of appropriate records.	
	x.	To make sure that all fire safety and health and safety regulations are adhered to eg testing of fire equipment and following the rules for evacuating the buildings and grounds.	

	xi.	To be responsible for the planning of maintenance of plant and equipment eg portable appliance testing, boilers.
	xii.	Arranging furniture and preparing rooms for meetings and activities and clearing away afterwards.
3.	SUPERVISION / MANAGEMENT OF PEOPLE No. reporting – Direct: None Indirect: Contact with contractors in respect of access, security, progress against their contract/programme of work and general conduct whilst on site.	
4.	CREATIVITY & INNOVATION The work is generally covered by guidelines and policies but does require the postholder to be involved in the improvement of systems and the development of procedures within their areas of responsibility.	
5.	CONTACTS & RELATIONSHIPS <ul style="list-style-type: none"> • Internal Comes into regular contact with cleaning staff and other staff. Most issues will usually be on well established matters. • External Comes into contact with suppliers and contractors, Education, planning and building professionals, parents, members of the public, the Fire Service and Police service. Most of the relationships are straightforward although there may be a need for the postholder to negotiate with contractors over site access, balancing the need to minimise disruption to school activities whilst still allowing building projects to progress according to the programme. 	
6.	DECISIONS – discretion & consequences Discretion Makes decisions about the day to day running of the school premises within clearly defined procedures. Many decisions are dictated or influenced by risk assessment, Health and Safety legislation and school protocols. Consequences Ensures the efficient operation of the school site with minimal disruption to the provision of education. Also ensures that the premises are available for hire if required which may provide additional income for the school.	

7.	<p>RESOURCES – financial & equipment <i>(Not budget, and not including desktop equipment.)</i></p> <p>Keyholder responsible for the proper use and safekeeping of school buildings and grounds, plant and machinery, may also include vehicles eg school minibus.</p>
8.	<p>WORK ENVIRONMENT – work demands, physical demands, working conditions & work context</p> <p>Work demands The work is subject to change and interruption.</p> <p>Physical demands Work requires normal physical effort with periods of substantial effort involved in the maintenance of the entire site.</p> <p>Working conditions Work involves significant elements of inside or outside work involving some exposure to unpleasant or difficult surroundings eg ladder work, boiler house, drains etc</p> <p>Work context May involve contact with potentially hazardous substances eg chemicals, hypodermic needles but training and protective equipment is given where appropriate.</p>
9.	<p>KNOWLEDGE & SKILLS</p> <p>The post holder needs a good level of practical skills in the following areas:</p> <ul style="list-style-type: none"> • Buildings and grounds maintenance • Safe use of ladders and platforms • Manual handling techniques • Fire safety measures • Security issues (including re-programming alarms) • Safe use of power tools • Boiler maintenance • Locksmith techniques • Cleaning and maintenance of floor coverings and use of specialist equipment <p>Needs to have a good awareness and knowledge of:</p> <ul style="list-style-type: none"> • Health & Safety legislation and the practical implications • Safe disposal of sharps • COSHH issues • Electrical safety • CYC procurement /contractor lists • Waste disposal procedures • School protocols, policies and procedures

10.

Position of Job in Organisation Structure

