



Job Description

Post title: Site Manager (Grade 5)

Responsible to: Headteacher

Responsible for: All Site Manager duties at Dovecotes Primary school

Salary: Grade 5, points 12 to 16

Purpose / overall responsibility

The post holder will have a proactive, comprehensive role in ensuring the school buildings, facilities, site services and lettings programmes are maintained and operated to specific standards under the direction of the Headteacher.

Under the direction of the head teacher, the postholder will be responsible for duties covering security, heating, lighting and (as directed) the cleaning of premises, for portage, minor repairs and maintenance, and general duties of this kind associated with the support of the premises for the purpose for which these are designated. Working hours may be subject to variation and call-out at weekends and unsocial hours will be necessary from time to time.

Main Duties

Organisation

- To contribute to the development of school annual school premises development / refurbishment plan
- To liaise with contractors – prior to and during the contract
- Procure quotes for maintenance work
- To oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales
- To supervise cleaners and ensure the cleaning (internal and external) in the school is performed efficiently and to a high quality standard, and your own designated cleaning duties are fulfilled and the school is a clean and litter-free environment
- Ensure the heating and other general services run smoothly and regular maintenance checks are completed
- Ensure adequate lighting in the school is maintained and turned on and off daily in line with the school day and activities
- Ensure the school is kept secure and respond to emergency call outs outside normal working hours
- Maintain school buildings, fabric, fixtures, fittings and furniture and carry out minor repairs as required
- Carry out portering duties, including portering deliveries / stock, recycling paper and confidential waste, moving furniture, disposing of waste
- Be responsible for health and safety and carry out necessary risk assessments.
- Respond to fire alarms and carry out fire safety checks, alarm tests.



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Administration

- Keep a check on departmental stock levels (e.g. cleaning products, bulbs, paint etc.)
- Compile, collate and maintain records as required by procedure, regulations and legislation

Resources

- Operate specialist tools and equipment safely
- Maintain and carry out specialist repairs to school fixtures, fittings and furniture
- Maintain tidy and organised work spaces and storage areas
- Check equipment / machinery used and ensure health and safety guidelines are adhered to
- Provide support to staff as requested and in accordance with own training / skill parameters.

Security

- Ensure that practices and procedures defined for the total security and safe use of school premises are complied with, including but not limited to:
 - Ensuring premises are locked / unlocked and secure liaising with lettings and contractors as applicable.
 - Operation of alarms.
 - Ensuring lights are turned off and windows are closed.
 - Ensuring fire doors are operational and alarms tested.
- Take a pro-active role in identifying and implementing improvements to site security.
- Be on call in the event of emergencies and liaise with local police or other authorities as required.

Site Management / Maintenance

- Ensure routine building and site maintenance work is undertaken as required e.g.
 - Minor plumbing repairs and maintenance;
 - Minor carpentry repairs and maintenance;
 - Minor plastering works; and
 - General internal and external painting tasks
- Assist with planning and organisation of school refurbishment programmes.
- Liaise with school staff and manage contractors as required.
- Ensure all plant and equipment is maintained to the required standard including:
 - Heating, lighting and electrical fittings; and
 - Fire extinguishers and fire doors.
- Ensure all outside services are maintained, including drains and hard areas.
- Oversee the use of the school facilities, liaise with customers, and ensure all lettings arrangements are adhered to.
- Contribute towards the school Health and Safety policies, ensuring they are implemented and closely monitored to include management of asbestos.



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- Ensure health and safety regulations are complied with and all Health and Safety checks are undertaken and recorded.
- Ensure that energy and conservation policy and procedures are complied with including ensuring all heating and lighting is adequately maintained.
- Contribute to the development and monitoring of the schools Risk and Fire Assessment procedures.

Porterage and Supplies

- Porterage and transportation of equipment, furniture and materials including those required for lettings.
- Ordering, storage, and replenishment of supplies subject to approval by the Headteacher – paper towels, toilet rolls, soap, cleaning materials etc.

Cleaning

- General cleaning duties as directed and to specification including:
 - Collection and disposal of litter;
 - Emptying of outside waste bins;
 - Cleaning and disinfecting drains and gullies;
 - Unblocking accessible gutters;
 - Cleaning snow and leaves;
 - Removal of rubbish; and
 - Removal of graffiti.
- Buffering of hall floor on a weekly basis.
- Occasional cleaning cover as required e.g., covering a period of absence.
- Monitor the standards of cleaning and report problems to line manager.
- Ensuring that emergency cleaning is carried out e.g. removal of bodily fluids, broken glass, flood damage etc.

Grounds Maintenance

- Pruning of shrubs and digging and upkeep of borders as appropriate.
- Keep playground, paths, and front of school clean and litter free.
- Keep playground, paths, and front of school free of weeds and moss.
- Be responsible for the general upkeep, pruning of shrubs and maintenance of the Forest School area so that it continues to always be accessible.

Health and Safety:

- To assist with all Health and Safety standards, statutory compliance, and regulations inspections.
- To assist with any inspections undertaken by the school or external contractors as required.
- To undertake any training relevant to the Health and Safety, e.g., Asbestos Management/Awareness, Working from Heights etc.



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Other Duties

- To undertake any other duties which may reasonably be regarded as within the nature of the duties/responsibilities/grade of the post as specified by Headteacher.
- To keep detailed records and logs of work and maintenance
- Flexibility will occasionally be required in the event of evening activities, for example parent consultation evenings.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To note, log and report any matters relating to security or health and safety on the school site.
- Develop constructive relationships and communicate with other agencies / professionals.
- Share expertise and skills with others.
- Participate in training and other learning activities and performance development as required.
- To set an example of personal integrity and professionalism.



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PERSON SPECIFICATION – Site Manager (Grade 5)

FACTORS	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Good literacy and numeracy skills 	<ul style="list-style-type: none"> • NVQ Level 2 or 3 or equivalent in relevant discipline. • GCSE at level A – C in English and mathematics or equivalent • Certification of relevant health and safety training or a willingness to attend appropriate Health and Safety training • Willingness and motivation to develop own skills and work towards professional training qualifications
Experience	<ul style="list-style-type: none"> • Knowledge and understanding of relevant policies/codes of practice – Health and Safety. • Ability to use a range of tools and equipment ensuring safe handling and storage. • Demonstrable experience of planning and managing building projects and premises improvements. • Experience of managing and supervising others • Experience of being key holder 	
Skills / abilities	<ul style="list-style-type: none"> • Excellent, friendly and professional interpersonal skills. • Ability to relate well to children and adults. • Excellent communication skills. • Repairs and maintenance skills • The know-how to assess and carry out general repairs and maintenance • To be able to work under pressure in a very busy and diverse environment. • Ability to communicate clearly at all levels with internal and external personnel, contractors and suppliers. • Ability to work as a member of a team. 	<ul style="list-style-type: none"> • Driving licence: Category D1 or equivalent would be an advantage but not essential



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FACTORS	ESSENTIAL	DESIRABLE
	<ul style="list-style-type: none"> • Able to respond flexibly and adapt to changing and challenging circumstances. • Operate calmly and effectively. • Show initiative and self-motivation. • Show commitment to a clear and shared vision for an effective organisation. • Prioritise, plan and organise to undertake main duties and responsibilities • Ability to manage a variety of competing priorities and meet deadlines. • An understanding of health, safety and security issues and relevant legislation affecting schools • Full, clean driving licence • Effectively use IT packages and programmes. 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Highly motivated with high expectations, a positive attitude and a good sense of humour. • Ability to adhere to security requirements in respect of Child Protection, Health and Safety and Data Protection regulations. • Excellent self-management skills including the ability to plan and organise one's time effectively. • An approachable professional who responds well to and offers constructive advice. • Ability to relate well to children and adults. • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. 	
<p>Commitment</p>	<ul style="list-style-type: none"> • Commitment to personal professional development. • Committed to equality of opportunity. 	