



## Job Description and Particulars of Appointment

### Details of Post

- Title: Site Manager
- School: St Martins
- Post Number: TBC
- Grade and SCP: Grade 7 (SCP 22-25) – 52.14 weeks of the year
- Hours: 39.5 (to be worked in an agreed pattern; potential rota)
- Post Status: Permanent

### Purpose of Post

Under the direction of the Headteacher/Business Manager take responsibility for management of the school site and associated facilities and the management and development of specialist site services within the school as governed by Health and Safety legislation and guidance. Manage other site staff including allocation and monitoring of work and performance appraisal. Oversee external contractors working on site.

### Principal Duties and Responsibilities

#### TASKS - Operational

- Manage specialist premises function.
- Undertake risk assessment of security risks to the school (grounds, premises and contents) including vandalism / arson.
- Allocation and monitoring of work.
- Operate as part of a team, involved in planning, budget responsibilities.
- Lead on discrete areas within an agreed system of supervision.
- Manage maintenance, security and facilities systems on school sites and premises.
- Contribute to the planning, development and monitoring of premises services and supervision, training and appraisal of caretaking / cleaning staff and contractors.
- Arrange for regular security checks to be undertaken and advice on how security risks can be minimised.
- Manage fire safety equipment provision and scheduling of fire drills.
- Manage provision of alarm systems, CCTV or surveillance equipment where appropriate.
- Liaise with police, security and surveillance contractors.
- Oversee the activities of external contractors on – site and monitor and report on associated budgets.
- Make arrangements for effective response to emergency call out.
- Where appropriate to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the Headteacher and Business Manager.
  
- Lock / unlock school buildings and areas.

*The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.*

## Maintenance and Cleaning:

- Manage and monitor the school's electronic maintenance work ticket system through Spiceworks.
- Arrange service and maintenance tenders.
- Manage routine maintenance, repair schedules and specialist repairs.
- Supervise maintenance contractors and undertake regular site inspections.
- Identify defects and record repair and maintenance requirements.
- Ensure that heating, lighting and water systems are maintained and operated.
- Manage and organise the maintenance of the swimming pool and other specialist sports equipment following specialist training including backwashing, chlorine top up and temperature testing and general testing of all showers.
- Provide emergency access to the school site.
- Undertake specialist cleaning tasks.
- Coordinate deliveries to the school site.
- Monitor performance of service contractors and record performance against specified standards.
- Undertake budget monitoring & prepare costed plans for repairs / maintenance and building activities as required.
- Commission the maintenance and upkeep of swimming pool and other specialist sports equipment.

## TASKS – Resources

- Take a lead role in planning, development and organisation of systems / procedures / policies.
- Manage records, information and data, producing analysis and reports.
- Be responsible for creation and maintenance of purposeful, orderly and productive working environment.
- Be responsible for timely and accurate preparation and use of specialist equipment / resources / materials.
- Monitor stock levels to ensure supplies. Liaise with the School Business Manager to inform of order requirements.
- Promote and ensure the health and safety of pupils, staff & visitors at all times.

## TASKS – Organisation & Managerial

- Be responsible for ensuring the maintenance / quality / safety of specialist equipment.
- Demonstrate and assist in the safe and effective use of specialist equipment / materials.
- Provide highly specialist advice and guidance as required.
- Be responsible for the selection and management of resources, including management of a budget and regular audit of resources.
- Work with the School's Business Manager in the management and supervision of lettings including premises, lettings and associated income, building and projects etc.
- Manage Health and Safety risk assessments and dissemination and compliance with Health and Safety policies and procedures.
- Manage a team of in-house site and cleaning support staff; ensuring work schedules are adhered to, staff are suitably trained before undertaking high-risk tasks and appropriate training and development requirements are met.
- Liaise with outside contractors such as cleaning, catering and grounds maintenance.
- Take a lead role in recruiting site and cleaning staff & in managing associated employment procedures.
- Liaise between manager, Headteacher, support staff, and governors.
- Attend all appropriate meetings e.g. Site and Buildings or Health & Safety Committee, as instructed by Headteacher.

*The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.*

- Represent managed support staff at teaching staff / management / other appropriate meetings.
- Undertake induction / appraisal / training / mentoring for other staff.

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

**6. Safeguarding**

- be aware of and comply with safeguarding responsibilities as outlined in the Shropshire Career Pathway Safeguarding JD for school staff.

**7. Data Protection and other statutory responsibilities**

- be aware of and comply with data protection responsibilities as outlined in the Shropshire Career Pathway Data Protection JD for school staff.

**8. Other Duties**

- Any other duties that the Headteacher, EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

**10. Review and Signatures**

- This job description is subject to review by the Headteacher/EHT/ CEO/ Governing Body/ Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Any other duties that would reasonably be expected of the post holder.

**Job Description and Personal Specification agreed by:**

**Post holder:** .....

**Signed:** ..... **Date:** .....

**Name of line manager:** .....

**Signed:** ..... **Date:** .....

*The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.*