



Site Manager – Job Description

Salary	Grade 8 – point 18 – 23
Hours	40 hours per week, 52 weeks a year
Holiday	27 days a year

Purpose of job

Be responsible for maintenance, security and facilities management at the school site.

Accountable to Headteacher

Responsible to the Bursar

Duties and responsibilities:

Security

- Lock/unlock school buildings and areas when requested.
- Undertake regular security checks and identify security risks.
- Monitor fire safety equipment and support the carrying out of fire drills:
 - Conduct fire drill and training.
 - Highlight areas that need improving.
 - Liaise with other user of site for common drills and training.
 - Undertake fire warden training.
 - Ensure ASC/Holiday clubs received training on fire drills
 - Regularly update ASC/Holiday club fire safety folder.
- Operate and respond to alarm systems where appropriate.
- Liaise with police and security contractors.
- Provide emergency access to the school site, both in and out of hours.

Maintenance

- Undertake appropriate repairs e.g. redecorating and fixing.
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for the school.
- To organise and carry out minor decoration programme as agreed with HT/Bursar.
- To organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves etc as requested by the Headteacher or nominated representative.

- To be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions.
- Operation and maintenance of heating plants and lighting systems.
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records.
- Undertake and record regular site inspections.
- Identify defects and record repair and maintenance requirements including play equipment.
- Collect and assemble waste for collection.
- Undertake cleaning duties such as graffiti removal, litter-picking.
- Undertake specialist cleaning tasks.
- Provide emergency access to the school site.
- Coordinate deliveries to the school site.
- Monitor performance of contracts and record performance against specified standards.
- Liaise with contractors where necessary giving access out of hours if necessary.
- Ensure that the hydro pool is maintained in accordance with specified standards.

Key Activities – Resources

- To advise on matters relating to energy control and conservation.
- Contribute to planning, development and organisation of systems/procedures/policies.
- Be responsible for maintaining records, information and data, producing analysis and reports as required.
- Create and maintain a purposeful, orderly and productive working environment.
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials.
- To undertake safety audits of the premises and assist with relevant risk assessments as required.
- Promote and ensure the health and safety of pupils, staff and visitors at all times.

Key Activities – Organisation and Supervisory/Managerial

- Provide advice and guidance as required.
- Portaging e.g. moving furniture and equipment.
- Where appropriate to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when requested.

Responsibilities

- Be aware of and comply with policies and procedures relating to Child Protection, confidentiality, health, safety and security, reporting all concerns to the appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Assist in the supervision, training and development of staff.
- Ensure compliance by self and others with all Health and Safety policies and procedures.
- Ensure safe use by self and others of equipment and materials.
- Establish constructive relationships and communication with contractors and other agencies/professionals.
- Attend and participate in regular meetings.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
- Promote and ensure the health and safety of pupils, staff and visitors (in accordance with health and safety legislation).
- Any other reasonable duties as agreed with the Headteacher.

Staff should:

Refrain from smoking on the school site in accordance with the Oxfordshire **“No Smoking” Policy** in County Council workplaces.

Believe in the **equal opportunities of children** irrespective of their sex, colour, religion or disability and follow OCC and the school’s policies / guidelines

Take appropriate responsibility for one’s own **health, safety and welfare** and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager.

Oxfordshire Schools are committed to **safeguarding** and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All users are considered confidentially and according to the nature of the role and information disclosed.

Person specification

Experience	<ul style="list-style-type: none">• Building services maintenance experience.• Caretaking/cleaning/site-keeping experience in as school or similar environment.
Qualifications/Training	<ul style="list-style-type: none">• Willingness to undertake induction training.• NVQ 3 or equivalent qualification desirable.• Good numeracy/literacy skills e.g. GCSE (or equivalent) Maths and English.• Specific training in specialist area.
Knowledge/Skills	<ul style="list-style-type: none">• Willingness to develop knowledge of use of ICT and other specialist equipment/resources.• Working knowledge of relevant policies/codes of practice/legislation.• Ability to evaluate personal learning needs and actively seek learning opportunities.• Ability to relate well to children and adults.• Knowledge of Health and Safety procedures and precautions.• Knowledge and application of COSHH regulations.• Awareness of health and hygiene procedures.• Knowledge of moving and handling procedures.• Willingness to participate in development and training opportunities.• Team leadership skills.
Other attributes	<ul style="list-style-type: none">• Clean Driving licence.• Business insurance.

This Job Description can be amended at any time with final discussion with the Headteacher and/or Governing Body and the member of staff concerned.

SIGNED: SITE MANAGER

SIGNED: HEADTEACHER

(May 2022)