

St Nicholas School



School Site Manager

Role Profile and Person Specification

November 2007 (updated August 2019)

ST NICHOLAS SCHOOL

Job Description

Job Title:	School Site Manager
Grade Range:	Grade 7 – Scp 23 – 25
Hours per week:	36 hours a week
Work Pattern:	All Year Round
Location:	Reedham Drive, PURLEY, CR8 4DS
Reports to:	School Business Leader / Office Manager / SLT
Responsible for:	Caretaker/Assistant Caretaker/ All contract staff
Role Purpose and Role Dimensions:	Responsible for the property and asset management of the School. Liaising daily with the Office Manager / School Business Leader on caretaking and site management issues. Manage the caretaking and cleaning staff of the School. Ensure the security of the School premises. Maintaining any machinery or plant within the School. Maintaining the internal and external fabric of the school premises as a safe working environment. Supporting the school in any projects that involve the school premises (internal and external).
Commitment to Diversity:	As a member of the School community to take individual and collective professional responsibility for championing the School's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also, to commit to continually developing personal understanding of diversity.
Key External Contacts:	<ul style="list-style-type: none">▪ Contractors and suppliers, including onsite contractors▪ Facilities providers.▪ Parents▪ General Public▪ Local Authority / DfE / HSE
Key Internal Contacts:	<ul style="list-style-type: none">▪ Office Manager▪ School Business Leader▪ Admin Team▪ SLT▪ Caretaking team▪ Governors▪ Staff▪ Parents / Carers▪ Pupils▪ Public
Financial Dimensions:	<ul style="list-style-type: none">▪ Assist in the property and asset management of the school.▪ Costings for projects taken on by the school that involve the fabric of the school.▪ Advising the Office Manager / School Business Leader on the cost of external providers and ensuring that a proper procurement process is adhered to when purchasing goods and services, including best value / practice.▪ Responsible for hand tools, equipment such as lawn mowers and other small machinery including listing on the asset register.

Key Areas for Decision Making:

- Ensure adequate cover is available during own or team members absence.
- Ensure that vital information such as cleaning rotas and site keys are available and documented for staff as required.
- Annual maintenance schedule carried out by school caretaking team or external contractors
- With the assistance of the Office Manager / School Business Leader / SLT / Governors select the provider for services for the school following Best Value principles.

Other Considerations:

Key Accountabilities and Result Areas:

Key Elements:

Management and Supervision

This will involve:

- The Site Manager must ensure that contractors or directly employed cleaners perform to the standard laid down in the cleaning specification. The Site Manager will report to the Office Manager / School Business Leader on any failure to meet the required standards.
- Dealing with enquiries from staff, pupils, parents and the public.
- Planning and work allocation for other caretaking staff, directly employed or Agency
- Induction and instruction of other caretaking staff and cleaners to ensure they are conversant with their duties and the standards of work expected of them, and appropriate on-the-job training as required.
- Supervision of caretaking/cleaning staff to maintain effective working relationships, to ensure good timekeeping, dealing with minor grievances and problems and ensuring work schedules and standards are maintained.
- Check attendance of cleaners and preparing claims for caretaking fees for lettings.
- undertake yearly fire risk assessment and all other statutory testing
- attend training courses where appropriate
- Reporting to SLT any issues that are needed and if necessary attend Governors meetings.
- Managing and monitoring any facility or building contractors that are undertaking work on the School premises.
- Manage the hiring/letting of the School premises in consultation with the Office Manager / School Business Leader.
- Occasional care and feeding of School pets during holiday times.
- Occasional watering of plants.
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

Heating

This will involve:

- Manage, check and control system function, including frost precaution procedures.
- Maintain stock levels as required including ordering and receipt of supplies.
- Vent heating system as required.
- Oil and grease pumps, clean all external parts of system including tops of burners as required, with due regard to safety requirements including isolation of plant as required.
- Report all defects to the appropriate maintenance contractor.
- Change filters as appropriate

Key Accountabilities and Result Areas:

Key Elements:

*Further advice on specific points in this role profile can be obtained from your HR provider.

Security

This will involve:

- Manage the opening and closing School to include all appropriate gates, windows, doors and fire escapes for the purpose of School use, cleaning, maintenance, emergency services.
- Consult with Office Manager / School Business Leader for cover arrangements for lettings and out of School hours' functions.
- Ensure the weekly checking and proper operation and function of all alarms and fire equipment.
- Check daily emergency exits and entrances are not obstructed.
- Liaise as necessary with emergency services including the calling of the services as appropriate.
- Compile reports on acts of vandalism to the Office Manager / School Business Leader and Police where necessary.
- Assist in the management of internal mail courier duties as required by the Office Manager / School Business Leader.
- General site supervision, including prevention of trespass, ensuring that unauthorised parking does not occur, in conjunction with the Office Manager / School Business Leader, ensuring the safe use of the School site at all times.

Energy Conservation

This will involve:

- In conjunction with the Office Manager / School Business Leader, implement all agreed policies.
- Manage the reading, recording and reporting all meter readings as required by the Office Manager / School Business Leader and or Energy Conservation Officer.
- Liaison with the Energy Conservation Officer.
- Implement recommendations authorised by the Office Manager / School Business Leader.

Emergencies

This will involve:

- Cleaning sickness, etc and spillages as required.
- Ensure all bursts, leaks, flooding, fires and breakages are dealt with promptly and safely as appropriate.
- Ensure all electrical and gas emergencies breakages are dealt with promptly and safely as appropriate.
- Ensuring access, assist and secure premises for all emergencies services as necessary.

Lettings

This will involve:

- Manage the Lettings process.
- Performing all the above when required being on duty to ensure effective lettings; ensuring areas are cleaned as required in accordance with the School/Local Authority's arrangements.

Key Accountabilities and Result Areas:

Internal Maintenance

Key Elements:

This will involve:

- Reporting all defects which require specialist repair.
- Visually inspect electrical fittings and report defects as required. Replace bulbs, fluorescent fittings, shades and domestic fuses as required.
- Regularly inspect all plumbing and report/repair defects as appropriate.
- Regular measurement of water temperature to prevent Legionella.
- Manage the synchronisation of all clocks, time switches, etc as required.
- Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate (excluding electrical equipment).
- Subject to the requirements of Health and Safety and the use of proper equipment, touch up decoration on any area agreed as reasonable with the Office Manager / School Business Leader.
- Be responsible for the supply and availability of hygiene materials as required.
- Receive and move supplies to various parts of the building as appropriate.
- Manage the removal of all graffiti as required by the Office Manager / School Business Leader.

External Maintenance

This will involve:

- To maintain cleanliness and general tidiness of all external areas, and empty litter bins daily.
- Clean and clear all drains, gullies and ensure effective and healthy operation.
- Inspect outside fabric of the School and report and/or repair defects as appropriate.
- Inspect all fences, gates, walls, steps, lights etc, report and/or repair defects as appropriate.
- Agree a system with Governing Board, and Office Manager / School Business Leader for window cleaning arrangements and monitor if appropriate.
- Manage the cleanliness of leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt, etc.
- Order any necessary de-icing materials, ensuring that Financial Policies and Procedures are adhered to.
- Inspect all outside areas for hazardous materials. Consult with Office Manager / School Business Leader for the best method of removal.
- Manage the maintenance of School gardens including bulb planting, grass cutting, etc.

School Cleaning

This will involve:

- Where cleaning is undertaken by direct labour or contractor, ensure that the School is cleaned to the agreed specification. Report any shortcomings to the Office Manager / School Business Leader.
- In accordance with the schedule laid down, check regularly that the barrier matting is serviceable and that routine maintenance (dust bags, filters, etc) of buffers, sprayers, etc is undertaken.
- On direction from the Office Manager / School Business Leader, ensure that any temporary departure from the standard cleaning specification is carried out effectively within the approved budget (major School activities, inclement weather problems, emergencies, building works, etc).
- In areas where the Site Manager undertakes a proportion of cleaning, undertake the cleaning of those areas as directed by the Office Manager / School Business Leader.
- Daily disinfection of water fountains.

Key Accountabilities and Result Areas:

Stock Control

Key Elements:

This will involve:

- Maintaining stock levels as required, ordering and receipt of supplies within agreed budget and following the school's Financial policies and Procedures.
- Ensuring safe storage of all stock in clearly labelled cupboards/areas.
- Maintaining an up-to date list of all hazardous substances and where they are located. A copy to be kept in School offices in case of emergency.

Green Statement

This will involve:

- Seek opportunities for contributing to sustainable development of the borough, in accordance with the School's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

Data Protection

This will involve:

- Being aware of the School's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.
- Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**.

Confidentiality

This will involve:

- Treating all information acquired through employment, both formally and informally, in confidence.

There are strict rules and protocols defining employee access to and use of the School's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities and Diversity

The School has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. This includes respecting and valuing the different experiences, ideas and backgrounds others can bring to work and to teams.

Key Accountabilities and Result Areas:

Safeguarding

Key Elements:

This will involve:

- Displays commitment to the protection and safeguarding of children and young people.
- Values and respects the views and needs of children and young people.
- Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children.

Customer Care

This will involve:

- Able to demonstrate a commitment to the School's Customer Care Policy.

Health and Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

To contribute as an effective and collaborative member of the School Team

This will involve:

- To participate in training to be able to demonstrate competence.
- To participate in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the School.
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions.

Person Specification

Job Title:

School Site Manager

Essential knowledge:

- A firm understanding of health & safety requirements of a School or other public institution.
- Demonstrate knowledge of security methodology for both building and grounds without risking the health and safety of the School community.
- Understanding the necessity to carrying out Statutory Maintenance checks and record results.
- How to plan projects (all sizes), engage all stakeholders, keep to agreed timescales and costs
- Know when to seek support and guidance

Essential skills and abilities:

- D.I.Y. skills to undertake day-to-day repairs (plumbing, general DIY etc) and maintenance of building, including a working knowledge and operation of the school heating system.
- To communicate clearly to all sections of the school community both verbally and in writing.
- Excellent communication skills together with the ability to communicate fluently in English to fulfil the requirements of the post*
- Displays commitment to the protection and safeguarding of children and young people.
- Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children.
- Ability to assist in the training and induction of new cleaning and caretaking staff.
- Understanding of the principles of health & safety in a School environment including COSHH.
- To be able to work in collaboration with the Office Manager / School Business leader on larger projects.
- Be able to manage a team both directly employed and contractors
- Ability to manage own time effectively and demonstrate initiative including establishing procedures and prioritising own workload.
- Ability to adhere to working procedures and policies within the School environment.
- Ability to operate as part of a team or individually as required.
- Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment to undertake the duties of the post.
- Ability to carry out a range of administrative tasks, including stock taking and ordering.
- Display a conscientious and logic approach to the variety of tasks necessary for the smooth running of the School.
- An ability to be able to plan maintenance works and ensure they are carried out in a timely manner.
- Ability to plan major works with in the school (external and internal)
- Willingness to learn how to use additional ICT packages are essential.
- Full manual driving license and ability to drive school minibuses as needed.
- Calm manner, have a can do attitude, supportive of whole school family.
- Must be kind, polite and supportive of the school community
- Excellent communication skills both verbally and written

Essential experience:

- Experience of monitoring and liaising with contractors and suppliers.
- Experience of current cleaning materials/methods/appliances and monitoring the quality of work undertaken by the School cleaning staff.
- Experience carryout Statutory testing / monitoring and recording results.
- Ability to plan timetable and ensure PAT Testing is carried out
- Staff management including external contractors

Desirable Knowledge / Skills / Abilities

- Previous use of ICT packages – Every Business / Contracts / Issues
- Previous use of Asset Management software
- Ability to use Premises ICT packages like Every for Maintenance / Asset Management would be advantage.
- Willingness to learn to use ICT packages are essential.

Undertake training as necessary to keep skills / knowledge up to date.

Special conditions:

- Take part in the School's performance management system.
- Attend Governing Board meetings when required.
- Enhanced DBS Check
- Attend school if Intruder / Fire Alarm is triggered