



Site Manager JOB DESCRIPTION

Relationships/Line Management

Responsible to:

- School Business Manager (SBM)
- Headteacher (HT)
- Governors Resources Committee

Important internal relationships:

- Pupils and parents
- Members of staff
- The Governing Body

Important external relationships:

- Contractors
- Site visitors
- Lettings

Main Purpose of the Post

- Under the direction of the School Business Manager; to be responsible for the general maintenance, cleanliness and security of the school and to maintain the premises (both internally and externally) in a clean, safe and secure condition for all users particularly in respect to legislative aspects of health & safety;
- The appointee will be expected to have the ability, enthusiasm and commitment for improving the school within areas of their responsibility. To be flexible and adaptable in meeting the varying (and at times unexpected) needs of a large school and able to manage a physically demanding schedule;
- The appointee will be expected to liaise with contractors and schools finance to arrange basic repairs and also work with major contractors to ensure that their contractual obligations are met – for example the fire alarm service company and the water hygiene inspection company
- Lettings, to oversee all the school lettings arrangements and staffing in liaison with the finance officer
- To be familiar with the safeguarding and welfare requirements of children and young people within the school, and to carry out their duties with these requirements in mind.
- To direct other site staff / contractors in the operations of this post.

Security

- Be responsible for the routine and emergency opening and closing of the school premises and grounds (including lettings) including checking the site for hazards, damages and intruders; setting of alarms and ensuring the school is locked and secure.
- Be responsible for opening and closing all school gates at agreed times;
- To act as a key holder and ensure the security of the premises as delegated by the SBM and HT;
- In the absence of the SBM contact the appropriate Emergency Services, Council Department or Contractor and a member of the Senior Leadership Team in the event of fire, flooding, break-in, vandalism, accident etc.;
- Ensure that external lighting is kept in good working order and issues promptly notified to the SBM;
- Take measures as deemed necessary to ensure the protection of the school and its users. Ensure the premises are free from hazard and are safe, warm and secure. Assist in viewing CCTV coverage as required.

Health and Safety

- Support the completion of the weekly site maintenance check list and identify and report to the SBM any evidence of major or minor defects to the site that the post holder is unable to rectify.
- Be conversant with the schools arrangements for the management of Asbestos and control of Legionella and other legislative commitments
- Check fire appliances and all school alarms at regular intervals and report any defects to the SBM.
- Support the process of and Maintain the records for evacuations / lock downs and fire drills;
- Maintain adequate supplies of the schools resources, ensuring they are stored appropriately; Where possible, ensure safe access to school buildings, and where appropriate the overall site, in the event of snow, ice, flooding or other emergency situations;
- Carry out emergency duties during and outside the school day e.g.: removal of body fluids, unblocking toilets, broken glass, ice, debris thrown or dropped in school grounds and damage caused by vandals, fire, flood etc.;
- Take all necessary steps to keep the premises free from infestation from pests and vermin ensuring all their evidence is promptly removed;
- Be familiar with and implement all risk management procedures and policies e.g.: Health and Safety policy, Fire signage etc.;
- Maintain records of the site assets, doors, ladders and power tool equipment along with associated training records
- Ensure that all contractors comply with the required Health and Safety procedures.

Repairs and Maintenance

- To use a wide range of equipment and machinery to undertake repairs and maintenance;
- Undertake a range of repairs/works as directed by the SBM that contribute to the maintenance of the school premises. For example, but not limited to: - painting and decoration, small scale improvements, repairs to fittings and fixtures, grounds maintenance;

- In liaison with SBM escorting contractors and supervise monitoring works are carried out to the required standard;
- Manage and / or undertake required testing on water and electrical appliances etc. (incl PAT testing) keeping records as required;
- Operate and check boiler and water supply plant in accordance with manufacturer's instructions and other relevant guidance, including checking automated systems, to ensure they are maintained to the required standard;
- Assist in the monitoring of energy and gas usage as directed;
- Monitor standards of the cleaning contractor, ensuring correct hours are being worked and that specialised cleaning is carried out at specified times. Report any concerns to the SBM;

Portage

- Move and distribute furniture, equipment and stores (deliveries) as required.

Additional Responsibilities

- To play a full part in the life of the school community, to support its vision aims and ethos, and to encourage other staff and pupils to follow this example;
- To work within the school's health and safety policy to ensure a safe working environment for staff, children and visitors, completing risk assessments where necessary;
- To work within the school's Equal Opportunities Policy to promote equality of opportunity for all children and staff;
- To maintain a high professional standard of attendance, punctuality, appearance, conduct and positive relations with pupils, parents and colleagues;
- To demonstrate an ongoing commitment to personal professional development;
- To undertake other duties as may reasonably be required or requested from time to time related to the needs of the school.

Safeguarding

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to this role within the organisation;
- To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to this role;
- To ensure that the Safeguarding team is made aware and kept fully informed of any concerns which the post holder may have in relation to safeguarding and/or child protection.

This post will involve unsociable hours / weekend working on occasions.

Whilst this job description aims to outline the main duties and responsibilities of the post, each individual task undertaken may not be identified, and the premises officer is expected to show flexibility and adaptability in meeting the varied and at times unexpected needs of the school.

The post holder is required to comply with any reasonable request from the SBM or the Headteacher to undertake work specified in this job description.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Post Title: Premises Officer

	Essential	Desirable
Qualifications		
<ul style="list-style-type: none"> • GCSE qualification, Grade A-C in English and Maths • First aid qualification • Recognised training/qualifications or experience associated with premises 	✓ ✓	✓
Experience		
<ul style="list-style-type: none"> • Experience of competency to carry out basic building repairs, maintenance and decoration • Liaising with third party contractors • Use of small industrial, electrical and mechanical equipment • Wiring within legislative policies around site management (H&S, Legionella, Asbestos Management) • Maintaining site and facility management records 	✓ ✓ ✓ ✓ ✓	
Professional Knowledge, Skills and Abilities		
<ul style="list-style-type: none"> • Ability to perform the physical tasks required, including lifting and carrying • Ability to comply with Health & Safety regulations to ensure all duties are carried out safely • Knowledge of site and facilities management • Ability to work constructively as an individual or as part of a team maintain the highest of professional standards and workmanship • Ability to work using own initiative, prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests • Ability to relate and communicate well to staff and students • Ability to react calmly in an emergency with health and safety of staff and students their prime concern • Ability to use relevant technology e.g. radios, computer, photocopier effectively • Be competent in the maintenance of records of site and facility management issues • Good oral, literacy numeracy and IT skills • Ability to accurately input data and use a variety of software applications including Microsoft Office, Google • Ability to work under pressure and meet tight deadlines 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
Work Related Attributes, Qualities, Competencies		
<ul style="list-style-type: none"> • An understanding and working knowledge of Health & Safety legislation • An understanding of the schools' equal opportunities policy and how it is implemented • Ability to maintain and encourage the highest standards of workmanship • Willingness to participate in development and training opportunities • Be patient and understanding • Deal with sensitive information in a confidential manner 	✓ ✓ ✓ ✓ ✓ ✓ ✓	

<ul style="list-style-type: none">• Show a commitment to equal opportunities and safeguarding• Willingness to make a full and positive contribution to the environment and security of the school.• To be enthusiastic, energetic, conscientious and committed		
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