

## Job Description - Site Manager Our Lady of Lourdes Catholic Multi-Academy Trust – Primary School

### Job Purpose

The post holder will be responsible for the security of the premises and its contents; compliance with legal regulations, building codes and approved codes of practise; operation of fire and burglar alarms; operation and suitability of lighting and heating; ensuring the effective cleaning of the premises; the maintenance and operation of plant; portorage; semi-skilled \*maintenance duties; management of lettings and other duties arising from the use of the premises; management of contractors.

*\*Maintenance duties include basic repairs, painting and decorating, minor plumbing works, improvement and refurbishments where the specific skills of a skilled craftsman are not required.*

The post holder will work between the hours of 05.30 and 21.30. Hours to be worked on set shift rotation in agreement with the Principal and the Office Manager.

### Line Management

Responsible to: Principal, Support Services Manager and Trust Director of Estates  
Responsible for: None

### Specific Responsibilities – Security

- Operate the alarm system and undertake emergency contact responsibilities as appropriate.
- Be responsible for the security of the school site. Report all security breaches, or potential breaches to the Principal, Support Services Manager and Trust Director of Estates.
- Monitor the use of CCTV images within the school reporting any incidents and addressing faults on the system in liaison with IT support.

### Specific Responsibilities – People and Resource Management

- Work proactively with the Head Teacher and Trust Director of Estates to ensure operational continuity at all times.
- Maintain the appropriate timesheets/holiday records etc. and ensure that accurate and timely information is passed to the Finance/Personnel team for processing.
- Attend to the requirements of hirers of school premises for the purpose of evening and weekend lettings; be available to attend evening lettings as agreed during the week and at other times by prior agreement. Lettings payments will apply where applicable.
- Monitor the use of energy and water resources in the school, recording meter readings at specified intervals and submitting readings to the Trust Director of Estates at Finance department at specified intervals.
- Support with the purchase, repair and maintenance of furniture and fittings.
- Set out furniture as required by the Head Teacher or his/her delegated representative.
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- Portage duties – ensure goods inwards are removed from the reception area promptly to a secure location as advised by office staff.
- Organise and /or carry out the testing of portable appliances, keeping appropriate records. Keeping any PAT testing equipment secure and in good working order and ensuring an adequate supply of resources are available.
- Contribute towards the development of a site maintenance plan and work with the Trust Director of Estates and Trust Maintenance Manager to ensure its implementation.
- Assist with the monitoring of the maintenance budget, ensuring work is completed to time, and within agreed cost parameters.
- Liaise with the Cleaner in Charge to ensure an adequate supply of all consumables, e.g. soap, hand towels, toilet paper, cleaning products etc. Ensure appropriate records of orders/deliveries are kept.
- Ensure that at all times buildings are operated effectively and efficiently, minimising the use of natural resources including water and energy.
- Manage contractors and complete and issue any work permits or inductions required.
- Carry out cleaning duties as directed by the Head Teacher or his/her delegated representative.
- Ensuring effective vehicle - pedestrian segregation is achieved at all times paying particular attention to school drop-off and pick-up times.

## Health and Safety/Risk and Disaster Management

- Work with the Head Teacher and the Trust Director of Estates to ensure that the school remains compliant at all times and submit reports as and when required to verify compliance.
- Carry out the compliance activities identified and notified by the Trust Compliance system and record as required.
- Carry out weekly flushing of water appliances and assets and record on the Trust Compliance Systems.
- Ensure monthly Legionella testing is carried out and recorded by the nominated LCA registered contractor.
- Monitor the results of Legionella testing and take necessary remedial action.
- Ensure that the legionella risk assessment is fully implemented.
- Ensure that the Slips, Trips and Falls risk assessment is fully implemented.
- Carry out daily and weekly health and safety inspections of the school site ensuring that hazards are reduced to low within a defined timescale.
- Carry out daily safeguarding checks ensuring that the site is secured.
- Undertake regular inspections of all areas in the school that have been identified as containing asbestos materials and recording the condition of those areas taking any remedial action necessary where damage has occurred and reporting such damage to the Head Teacher and Trust Director of Estates.
- Know what the elements of fire safety are and the associated risks to the school through the process of risk assessment.



- Ensure that the fire risk assessment is fully implemented carrying out the fire safety checks contained in the Fire Risk Assessment and record such checks in the log book, on the Trust Estates portal and the Trust Compliance System, taking any remedial action necessary.
- Ensure all exterior hard surfaces including artificial/turfed areas are kept in a clean and tidy condition including ensuring the litter bins are emptied daily.
- Monitor the performance of the soft landscaping contractor ensuring that the full specification is met at all times.
- Contribute towards the school emergency plan and disaster recovery plan and be aware of its place within the management procedures of the school.
- Know about risk assessment tools and how to use them to establish hazards within the school and the associated risk involved.
- Know about the main health and safety issues specific to the school and how they relate to students, staff, visitors and contractors.
- Support the review and implementation of health and safety policies and procedures within the school.
- Take reasonable care for the health and safety of him/herself and of any other person who may be affected by his/her activities and, where appropriate, safeguard the health and safety of all persons under his/her control and guidance in accordance with Health and Safety legislation.
- Ensure the display of hazard warning notices throughout the school, e.g. Fire Escape, Caution: Hot Water etc.
- Manage the use of chemicals and hazardous substances ensuring that all chemicals used on site have COSHH assessments, that these are recorded and kept up to date.
- Ensure that engineering inspections including LOLER and pressure system inspections are carried out in accordance with legislation and approved codes of practise.
- Maintain all premises-related health and safety documents and records and submit reports to the Head Teacher and the Trust Director of Estates at specified intervals.
- Ensure that the Trust's rules and procedures regarding the management of contractors are adhered to at all times with particular emphasis on safeguarding, risk assessments, method statements, toolbox talks, permits to works and hot works permits.
- Carry out the cleaning tasks as defined in the cleaning specification ensuring that the highest standards are maintained at all times.

## Site and Buildings

- Manage the maintenance of the school site buildings. Work proactively with the Trust Director of Estates and Trust maintenance Officer in the preparation of maintenance schedules and the efficient operation of all facilities on the property including the installations and plant for lighting, heating, hot water, cooking, ventilation, water softening, energy conservation etc.
- Undertake a range of semi-skilled maintenance duties subject to the proviso that if a qualified tradesman is required to carry out the task then an appropriate contractor will be employed.
- Be available to attend in cases of emergency outside the working week, e.g. intruders, fire and flood, in line with the school policy and procedures for emergency cover.



- Ensure the provision of heating and cooling within the premises and maintain required temperatures; ensure the boiler plant equipment, including heating equipment is cleaned in accordance with the specification and arrange repairs as and when necessary.
- Attend the premises during the winter months during periods of school closure to monitor the heating system in order to maintain a suitable temperature so that damage does not occur, e.g. burst water pipes.
- Glazing – boarding up of damaged panes of glass to ensure safety. Call replacement glazing company and arrange replacement at earliest opportunity.
- Flooring – monitor the condition of all floors in the school, making minor repairs as necessary. Work with the Director of Estates to plan capital replacement, as required.
- Assist representatives from the Trust and the Diocese of Nottingham during property inspections/visits.
- Assist with pest control measures and respond to infestations as and when they occur, calling in a specialist contractor if necessary.
- In liaison and coordination with the Trust, assist with the maintenance of the school site buildings and grounds, the preparation of maintenance schedules and the efficient operation of all facilities on the property including the installations and plant for lighting, heating, hot water, cooking, ventilation, water softening, energy conservation etc.
- Undertake an agreed range of 'handy person' duties, e.g. painting, minor plumbing works etc, subject to the proviso that if a qualified tradesman is required to carry out the task then an appropriate contractor will be employed.
- Be available to attend in cases of emergency outside the working week, e.g. intruders, fire and flood, in line with the school policy and procedures for emergency cover.
- Ensure the provision of heating within the premises and maintain required temperatures; ensure the boiler plant equipment, including heating equipment is cleaned in accordance with the specification and arrange repairs as and when necessary.
- Attend the premises during the winter months during periods of bad weather to clear paths and other areas to ensure the academy can open as planned wherever practically possible. Occasional overtime may be required for this duty for which an appropriate payment will be made.
- Take pride in the site and buildings ensuring that both are always well presented.

## Skills and Abilities

The post holder will be expected to demonstrate the following skills and abilities at all times during the discharge of their duties:

- Effectively liaise with cleaning contractors where required.
- Work on own initiative and to demonstrate the ability to solve unexpected or new problems in a methodical, efficient manner.
- Carry out maintenance tasks in a professional manner with health, safety and safeguarding at the fore.
- Learn new skills and expand current skills and pass on knowledge and techniques to others and keep up to date with current legal and operational requirements.
- Demonstrate good general interpersonal and communication skills.



- Deal with conflicting demands and work flexibly.

## Whole Academy Responsibilities

- Be a positive influence on the climate and culture of the Academy and show a positive example at all times.
- Support the Catholic ethos of the Academy and the Trust.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright, estates, health and safety etc. reporting all concerns to line manager.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall aims of the Academy.
- 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.
- Recognise own strengths and areas of expertise and use these to advise and support others.

## General

To work in collaboration with the Trust and other Academies, sharing good practice and supporting during time of absence and/or heavy workload.

- Although a 37-hour week is in operation, the nature of the post requires a flexible working pattern to meet the needs of the academy. Working arrangements will be determined by the Head Teacher but will, typically, involve split shifts. Working above 37 hours will attract time-off in lieu where this is agreed in advance.
- This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.
- The duties and responsibilities of the post will evolve with the natural development of the Academy and/or Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.



## Person Specification

Requirements	Post holder requirements. Essential (E) Desirable (D)	How this element will be verified Application (A) Interview (I) Practical Tasks (T)
<b>Education/experience</b>		
Experience in an estates and facilities management or caretaking role	E	A
Experience of working in a primary education environment	D	A
Experience in a mechanical and/or electrical setting	D	A
Willing to develop a knowledge of Health and Safety procedures.	E	A / I
Knowledge of Health & Safety regulations relating to Estates function	E	A / I
IOSHH qualification	D	A
Willing to work with the Director of Estates to develop a planned maintenance schedule	E	I
Previous experience of managing contractors	E	A
<b>Leadership and skills</b>		
Ability to use initiative and problem-solving skills	E	A / I
Ability to work with people to motivate, enthuse and inspire colleagues	E	I
Ability to delegate and hold others to account	E	I
Familiarity with Microsoft Office applications and the ability to acquire and update skills as the software packages develop	D	A / I / T
Work proactively as a team member liaising with colleagues	E	I
Ability to carry out day-to-day practical tasks including minor reactive maintenance to the building, fixtures and fittings	E	T
<b>Attributes</b>		
A flexible attitude towards the role, duties and hours	E	I
Committed to the aims of the Our Lady of Lourdes Trust	E	I
Understanding of the distinctive nature and catholic ethos of the trust	E	I
Clear view of what high standards and performance looks like	E	I
Commitment to Safeguarding principles	E	I

