



## GREAT LEARNERS TRUST

### JOB DESCRIPTION

## SITE MANAGER

**Salary Range: GLT Support Staff Range**

**Hours: 18 hours per week 52 weeks per year, 5.6 weeks paid holiday**

<b>Title of Job:</b>	Site Manager
<b>Responsible to:</b>	Headteacher
<b>Working Hours:</b>	18 hours, flexible 3 days per week
<b>Site:</b>	Great Missenden School
<b>Weeks Worked:</b>	52 weeks – 5.6 weeks holiday to be taken as agreed
<b>Grade:</b>	A 5-point scale within GLT Support Staff range <b>3 £24,310 to 5 £31,684 (FTE)</b> according to experience and qualifications

### Main Purpose of Post

The overall purpose of this role is the management and development of the school sites and premises. This will include:

- Responsibility for ensuring that the premises are fit for purpose and meet the requirements of health and safety legislation and the curriculum
- responsibility for the management of contractors
- monitoring / directing any site staff (cleaners / grounds maintenance)
- responsibility for all school premises issues as they arise
- developing a premises and maintenance plan
- security of the site

The post holder will need to maintain an up to date understanding of developments in facilities management and all health and safety requirements, and will to be able to identify areas where systems and procedures can be improved.

### Main Responsibilities and Tasks

#### Premises Management

- Strategic and planned maintenance – contribute to the strategic planning and development of the school site. Be proactive in identifying the most appropriate and effective solutions.
- Be aware of location of essential services including water isolation valves, fire points, drainage systems, and gas and power supplies
- Maintain a detailed plan showing the location of all services
- Set and monitor school heating and hot water systems
- Ensuring that the L8 Water Management plan is implemented and followed
- Ensuring that the Asbestos Management plan is implemented and followed
- To be the named Responsible Persons and Appointed Persons for Asbestos and Legionella
- Manage the cost of all repairs in line with both budget and specification
- Develop and manage a planned maintenance programme for the school e.g. develop a rolling programme of redecoration / refurbishment
- Monitor day to day maintenance, repair and cleaning of the school and where necessary undertake repairs and DIY projects
- Develop an appropriate monitoring procedure to ensure that the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies
- When necessary work with the Finance Officer and obtain quotes for third party contractors prior to instructing them to undertake the work to demonstrate best value has been achieved

- Monitor and maintain a file of work undertaken by third party contractors e.g. specifications, quotes, method statements, risk assessments, all health and safety aspects etc.
- Ensure all work is signed off on completion, identifying any areas of concerns and managing the contractor until the work is completed satisfactorily
- Ensure arrangements are in place so that appropriate and timely response to emergency call outs as necessary and attend to co-ordinate.
- Inclement weather – ensure that the school is properly prepared for use
- Monitor the performance of all staff and contractors to ensure a clean, tidy and well maintained school environment at all times
- Instruct, monitor and review any contracts / contractors e.g. grounds maintenance, cleaning contractors
- Arrange and oversee annual PAT testing

### **Cleaning and Welfare**

- Monitor and ensure the site is kept clean, tidy and attractive to minimise the risks to the health and safety of those using the school site and to ensure the activities of the school can take place in an environment suited to learning
- Liaise with cleaning contractor so that high standards are maintained
- Monitor supplies of cleaning materials, review and deal with personal hygiene contracts and any cleaning contractors to ensure contracts are being adhered and best value achieved
- Ensure that a sweep of the school at the end of the day ensures that no rubbish or litter is left lying around and that the school and all of its facilities are in a good clean condition for the next day, this includes areas such as the staff room, kitchen, hall, entrance area and corridors

### **Management of premises staff (e.g. caretakers, cleaners etc)**

- Responsibilities of line management for Caretaker staff, including appraisals, task management and reviews
- Prepare work rotas covering daytime, evenings and weekends to ensure that the site is adequately covered for all maintenance, cleaning, security and lettings
- Ensure all staff are fully aware of effective risk management, for example, in health and safety and in line management of any third party contracts
- Know about risk assessment tools and how to use them to establish hazards within the school and any associated risks involved.

### **Security and Health and Safety**

- To be responsible for the security of the premises and report to the Headteacher or Office Manager any security matters
- To be fully aware of the school's duty of care in relation to staff, pupils and visitors and to comply with health and safety policies at all times
- Ensure all duties to be carried out in compliance with the Health and Safety at Work Act, nationally and locally agreed codes of practice which are relevant to the schools Health and Safety Policies
- To act as main key holder for the school on all call outs
- To be responsible for opening and locking up the school during time, out of hours, weekends and holiday periods
- To ensure at the end of the day all doors, windows and gates are locked, electrical items are turned off and all security devices are set and working correctly
- To check at least monthly all perimeter fences, security devices, fire appliances, CCTV systems and alarms
- Ensure fire points, intruder alarms and emergency lighting are tested weekly and results recorded
- Maintain a register of risk assessments for operations for all staff and ensure a rolling programme of auditing any risk assessments is implemented to ensure that they are still relevant
- Ensure a register of all hazardous chemicals in use on the site is developed and maintained and ensure all staff that use any chemicals are aware of how they should be safely used and stored
- All contractors are shown a copy of the asbestos register and are aware of the school policy in relation to smoking, fire evacuation and lockdown

- Ensure all necessary health and safety checks are performed and paperwork completed in line with the Trust's and school's policy e.g. termly health and safety and premises inspections, water temperature checks etc
- Ensure development of robust, transparent health and safety systems and procedures and any arrange any necessary health and safety training
- To maintain all tools and equipment in good repair

### Lettings

- To manage any lettings both during school hours and out of hours activities
- To ensure all equipment, furniture, refreshments as necessary are in place for the smooth operation of both the school functions and outside lettings
- Ensure that cover is organised during any absence
- For any out of hours activities arrange opening and closing of the site as required
- If necessary ensure the site / area is cleaned after any bookings

### Portering

- Providing a portering and furniture moving service to ensure all equipment and supplies are in the correct place so school activities can proceed as expected
- Transfer any goods and materials delivered to the school to the appropriate locations and where necessary assist with the assembly of goods received
- Ensure furniture, equipment and any other necessary items as required are set out in connection with assemblies, parents evenings, fetes and any special events

### General Responsibilities

- To ensure any issues not identified above but that fall under the remit of the Site Manager role are satisfactorily undertaken and resolved whether they are strictly a premises-related matter or not
- To promote self-development within the post by undertaking any training as appropriate to ensure that relevant knowledge and skills are updated in order to support the overall development of the school
- To undertake any specific tasks identified by Finance Officer and Headteacher as required
- To be fully aware of the school's duty of care in relation to staff, students and visitors and to comply with health and safety policies at all times
- To establish and maintain positive, constructive and professional working relationships with site staff, all other staff, visitors, students, parents and all other stakeholders so the school
- To be aware of and comply with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities
- Act in a courteous way at all times in communications with both colleagues and other school stakeholders
- To support and contribute to the school's commitment to Safeguarding, enabling children to be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well-being.
- To contribute to whole school events as and when required; such as school fair, PTA events etc

**Whilst every effort has been taken to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Therefore there is an expectation that the post holder will carry out any other reasonable duties or requests in keeping with this post or as may be determined from time to time by the Headteacher.**

The Post holder will contribute to the school's objectives in service delivery by:

- Supporting the school by adhering closely to policies and procedures and being a good role model of the school's vision and values
- Being professional at all times
- Adhering to the school's safeguarding procedures and attending relevant child protection training when required
- Enactment of Health and Safety requirements and initiatives as directed

- Ensuring compliance with GDPR legislation
- At all times operating within the school's Equal Opportunities framework

Note: The duties of the post may vary from time to time without changing the general character of the post or the level of responsibility.