



Job Description

Site Manager

Responsible to: School Business Manager	Grade: 7
Hours: 37	Duration: Permanent
Main Location: Faringdon Community College ¹	

Key Responsibilities and Activities:

- Lead the caretaking team and to arrange cover during periods of staff absence. Undertake induction/appraisal/training/mentoring. Appropriate allocation and monitoring of work, ensuring relevant training is up to date.
- Liaise with teaching and non teaching staff as appropriate.
- Liaise with and monitor contractors ensuring correct levels of supervision, ensuring health and safety and child protection policies are complied with.
- Operational, day-to-day responsibility for liaison with cleaning supervisor to ensure the cleaning team is operating effectively
- Overview of the Premises budget in liaison with the Business Manager.
- To assist in the management and operation of school lettings.
- Demonstrate and assist in the safe and effective use of specialist equipment/materials, and provide advice and guidance as required.
- To liaise with the Examinations Officer relating to exam timetables for setting up/down exam desks and chairs etc.
- To ensure risk assessments are carried out, including COSHH, control measures implemented and monitored on a day to day basis for all appropriate caretaking and cleaning tasks.
- Contribute to planning, development and organisation of systems and policies.
- Create and maintain a purposeful, orderly and productive working environment.
- To assist with premises safety audits.
- Promote and ensure the health and safety of staff, pupils and visitors at all times.

Premises Responsibilities:

Security

- Ensure the security of the site and buildings in conjunction with the caretaking team including locking /unlocking and setting alarms, undertaking regular security checks and identify security risks. Ensure out of normal hours service for unlocking/locking as required.
- To liaise with police, security and fire alarm contractors. Ensure emergency access to school site and buildings.
- Operate and respond to alarm systems where appropriate.
- Monitor functionality of CCTV and surveillance equipment.
- Ensure the buildings and site is safe from unwanted materials, fire hazards or any other items or situations that may pose a risk.

¹ Faringdon Learning Trust (FLT) Employees are predominantly based at one location, but may be required from time to time to work at another school within the MAT.

Maintenance

- To manage periodic site inspections, maintenance, compliance and service tasks to ensure site facilities, fixtures and fittings are kept in accordance with statutory requirements.
- Respond to emergency repairs and to ensure works are carried out to a satisfactory conclusion.
- Manage routine and planned maintenance, decorating, repair schedules and specialist repairs. Carry out minor improvements.
- Organise and manage the safe and satisfactory condition of minibuses, keeping servicing and MOT's up to date.
- Ensure the correct operation and maintenance of heating plant and electrical systems.
- Undertake specialist cleaning duties.
- Coordinate deliveries throughout the school site.
- To ensure the waste collection programmes are implemented.
- To order materials and equipment and to provide a stock of common items for repair and maintenance.
- First point of contact (including out of hours) for heating failures, breakdowns and security issues and to attend site if required.

Other Activities – Responsibilities:

- Be aware of and to comply with policies and procedures relating to health and safety, child protection, security and confidentiality, 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/areas of expertise and use these to advise and support others.
- Ensure compliance by self and others with all health and safety policies and procedures.
- Ensure safe use of equipment and materials.
- Establish constructive relationships and communication with contractors and other agencies/professionals.
- Attend and participate in regular meetings.
- To be financially aware and responsible for achieving value for money in appropriate areas of the budget.
- 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.

The site Manager will be expected to carry out other reasonable requests and duties consistent with the role whereby fulfilling the needs of the school.

The list of duties in your job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Qualifications and Experience

Qualities	Essential/ Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Caretaking/site-keeping experience in a school or similar environment. • Staff management experience. • Undertaking repairs and maintenance including experience of, and competence in, use of power tools, basic carpentry, basic plumbing and heating, decorating, and routine grounds maintenance • Ability to respond to straightforward problems and unforeseen circumstances e.g. hazards and accidents. Understand when to escalate an issue to line manager. Ability to prioritise work 	<p>E E E E</p>
<p>Qualifications & Training</p> <ul style="list-style-type: none"> • NVQ 2 or equivalent qualification or experience in relevant discipline • Good literacy and numeracy skills and educated to GCSE or equivalent qualification • Relevant H&S training / willingness to undertake further training 	<p>D E E</p>
<p>Knowledge & Skills</p> <ul style="list-style-type: none"> • Appropriate level of fitness to undertake perimeter checks, portering duties etc • Able to use of ICT, in particular email and Internet. Knowledge of web-based business management systems for recording compliance checks and regular maintenance issues. • Ability to work unsupervised and independently. • Ability to work effectively as a team player. • Good time management skills. • Willingness to be flexible and change working practices according to the school's needs. • Willingness to work flexibly with regards to shift patterns in order to meet the needs of the business. 	<p>E E E E E E E</p>