

## **Education Site team**

**JOB TITLE:** Site Manager

**REPORTS TO:** Bursar

**SUPERVISES:** Site Team

### **JOB PURPOSE:**

To manage the utilisation of the School premises and associated facilities for both educational and allied usage ensuring the premises are presented at all times in a clean, secure, safe and well-maintained state.

To organise a School maintenance programme and monitor any associated budgets.

Supervision, direction, development and recruitment of staff to include induction and training.

### **KEY ACCOUNTABILITIES**

- To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place
- To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery
- To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work
- At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above
- To work with colleagues to achieve service plan objectives and targets
- To participate in Employee Development schemes, Performance Management and contribute to the identification of own team development needs

### **PRINCIPAL RESPONSIBILITIES/DUTIES**

- Management of site utilisation during times that facilities are required.
- Management of Premises Budget, ensuring that the School's "Best Value" Policy requirements are met.
- Supervision of Capital Projects, from planning to completion, including liaison with all outside agencies and interested parties.
- Development of a maintenance programme, in conjunction with the Bursar, for the premises and its equipment, arranging for repairs to be carried out.
- Supervision of the Site Team, organisation of continuous cover during the school session and for the duration of external hires, outside the normal school day.
- Organisation of plans and procedures for emergency situations and liaison with emergency services.
- Number 1 key holder on 24 hour call.

- Monitoring of on-site contractors and associated budgets.
- Oversight of general security and arrangements for locking and unlocking of all premises, responding to enquiries from individuals/visitors to the School.
- Management of and participation in, as necessary, a shift system for out of hours requirements.
- Monitor and ensure the recording of regular checks on fire alarms, extinguishers, burglar alarms, residual current devices and visual checks of electrical fittings.
- Ensure that access to fire exits and equipment are free from obstruction.
- Oversee the movement, reception and storage of furniture, equipment, supplies etc.
- Report in accordance with agreed procedures any trespass on the premises, damage from intruders and unauthorised parking of vehicles.
- Oversee building cleaning standards and/or frequencies to ensure that work is carried out in accordance with the School's Specification and report findings.
- Operate and monitor the heating plant and temporary heating equipment to, whenever possible, maintain appropriate temperatures, in line with the Council's Policy on energy conservation. Carry out frost protection procedures. Monitoring of energy efficiency.
- Carry out Risk Assessments and Audits for all areas of the site and for all working practices of the Site Team.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post