Ferryhill Business and Enterprise College

Job Title:	Site Manager
Grade:	Grade 6
Hours:	Whole Time – 37 hours per week
Line Manager:	Finance Director
Reporting on a day to basis to:	Finance Director

Main Duties and Responsibilities:
To manage the day to day running of the college premises and manage site staff (caretakers & cleaning teams).

- To be responsible for ensuring the site is accessible when needed and secured correctly, following appropriate procedures, when not in use including securing premises temporarily.

- To be responsible for regular security checks to identify risks, carry out site inspections to ascertain maintenance requirements and report findings to the appropriate member of the leadership team

- Plan and manage an annual maintenance programme to ensure that the premises are maintained in accordance with legislative and environmental controls.

- Research and manage procurement of materials, equipment and services and negotiate with suppliers to ensure 'best value' is applied.

- To be responsible for fire safety equipment. Oversee and monitor regular checks/testing. Operate and respond to alarm systems as appropriate and undertake prescribed checks that alarm systems and emergency lighting are working correctly to meet with Health and safety regulations and procedures. Maintain knowledge and keep written records to this effect.

- Liaise with staff using the premises for out of hours activities to ensure premises are secured correctly after use.

- Explain procedures & regulations to contractors and other visitors to ensure that they comply with Health & Safety and Child Protection policies and other college rules and procedures.

- Liaise with police/other emergency services, security and surveillance contractors when necessary i.e. regarding vandalism to premises or attempted break in etc.

- To manage and operate within significant annual financial budgets as delegated by the Finance Director to ensure financial targets are achieved

- Proactively identify budget concerns and investigate reasons for discrepancies liaising with contractors and Finance Director as appropriate

- To be responsible for ensuring repairs and maintenance duties are undertaken such as painting and repairing/maintaining fixtures and fittings, to ensure premises and fittings are safe and fit for purpose.

- To be responsible for ensuring simple plumbing repairs are undertaken when required such as unblocking sinks and drains, replacing tap washers etc. to ensure sanitary facilities are in good working order.

- To be responsible for carrying out routine inspections of premises and grounds, fixtures, fittings etc. to assess maintenance/repair needs and health and safety risk assessments and take appropriate action regarding findings

- Operate and maintain the heating system, to ensure a comfortable warm environment with consideration to energy conservation.

- To oversee and arrange all lettings of the premises liaising with the Finance Officer so that the appropriate charges are accurately invoiced in a timely manner

- Operate and maintain the lighting system, ensuring light bulbs are replaced when required to ensure adequate lighting is maintained

- Operate and maintain accurate and up to date written records to meet with regulations and procedures e.g. legionella prevention, maintenance

- Arrange and oversee emergency cleaning duties e.g. graffiti removal etc.

- To be responsible for the supervision of cleaning and caretaking staff including the requirement to ensure that correct levels of training are maintained and undertaken as and when required. Undertake annual appraisals of staff.

- Ensure all specialist equipment is maintained to a high standard and any issues are reported to the appropriate person

- To oversee the reporting of jobs needed on site that can't be undertaken by site staff and to ensure that these jobs are accurately checked before being

signed off and their invoice being signed off e.g. jobs logged through the PHD

- To supervise the caretaking team to ensure that work is carried out thoroughly, methodically and to the required standard via a job reporting and completion logging system.

- To liaise with the senior leadership team regarding premises, so that any problems/maintenance issues can be discussed and resolved.

- To carry out and organise any porter duties such as moving furniture etc. as required assisting with the efficient running of the school.

- Provide support to the Finance Director including procurement, refurbishment works, liaising with external contractors and collating quotations for refurbishment/maintenance work as and when required.

- Project manage premises related maintenance and improvements in liaison with the Finance Director

- Undertake skilled work in the repair and maintenance of fixtures and fittings e.g. joinery

- To ensure all areas are kept clean, free of litter and weeds, and paths gritted, cleared or salted when applicable to ensure the environment is safe for use.

- To attend any training courses relevant to the post, ensuring continual personal and professional development.

- Role requires working within a team, including motivating others, providing leadership and direction and developing a team ethic

- Create, develop, implement and review annually all Health & Safety risk assessments and safety at work schedules.

- To be responsible for the operation of a planned preventative maintenance programme and ensure routine maintenance inspections of buildings, fittings, fixtures, premises and grounds are carried out regularly to identify areas requiring maintenance and repair to ensure work can be carried out in a timely and efficient manner.

- The post holder has common duties and responsibilities in the areas of: -
- Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

- To undertake such other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined

FBEC is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

The post is subject to enhanced disclosure; the successful applicant will be subject to relevant vetting checks before an offer of appointment is made.