



Job Description

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| Group: | Learning & Children |
| Location: | Gibside School |
| Job Title: | Site Manager |
| Responsible to: | School Business Manager |
| Salary/Grade: | Grade G – SCP19 to SCP23 (£25,481 to £27,741) |
| Hours: | 37 hours per week (Full Time) |

Overall Purpose:

To lead on all aspects of premises management across the school, its buildings and grounds including responsibility for the security of the premises as well as planning, organising and carrying out programmes of repairs and maintenance to keep the site to a high standard. To advise governors over the strategic use of physical resources as well as in matters of health and safety.

Main Duties of the Post:

To supervise and co-ordinate a team of employees that will include Caretakers and Relief Caretakers directing their work and delivering on-the-job training to ensure that performance and service standards meet with operational requirements. This includes:

- Overseeing cleaning schedules/activities and managing repairs and maintenance of the building;
- Identifying areas of site/building requiring improvements and taking action to ensure a quality provision for everyone;
- Ensuring that maintenance and other tasks, which will keep the internal/external building and grounds in good order to give safe access to the premises are carried out;
- Being responsible for operational checks of CCTV equipment;
- Produce a monthly report for School Business Manager (SBM) on site management issues;
- Be responsible for the auditing, ordering and maintaining of suppliers within school management written system and liaise with SBM/Office.

To be responsible for the security of the school building and grounds. This includes;

- Understanding and managing the opening and closing of the premises (directly or via caretakers);
- Ensure the premises are secured with all alarms set properly after use, and to undertake key-holder responsibilities;
- Be responsible for securing the premises after break-ins, vandalism and weather damage, including clearing up or arranging cleaning assistance to clear up the effects of the damage;
- Attending out of hours emergencies

To be responsible for arranging site access with contractors and ensuring work done is consistent with the work specification and to respond to individual requests for work allocating tasks as appropriate. This includes:

- Monitor the performance of the cleaning and grounds maintenance contractors and liaise with client officers, contractors and SBM;
- Negotiate with suppliers and contractors to obtain quotations and ensure best value for the work to be undertaken;
- Quality assure all contractors and providers working to develop the site;
- Quality assure all cleaning services and grounds maintenance.

To implement, maintain, audit and advise the governing body regarding relevant Health and Safety policies. To be responsible for developing and implementing systems to ensure Health and Safety risk assessments for fire, water

hygiene, asbestos management (as required), COSHH and portable appliance testing are completed, regularly reviewed and are up to date. Also, to analyse incident reports to highlight any areas of concern. This will include:

- Check the operation of the fire alarm system on a regular basis and maintain documentation in line with school system, liaising with SBM;
- Carry out risk assessments and identify issues relating to health and safety of the site to ensure everyone on the premises is safe in compliance with Health and Safety legislation and appropriate regulations;
- Manage and oversee maintenance of hydro pool i.e. daily/weekly checks and procedures, maintain machinery;
- Monitor and undertake checks in relation to water hygiene and emergency lighting.

To arrange cyclical maintenance and other periodical testing, to check work and advise SBM of any changes and maintain records for all maintenance carried out of school vehicles. This includes:

- Ensuring that the minibuses are kept clean and in good condition;
- Regular visual inspection/checking of tyres, lights, oil, water, fuel;
- Managing service schedules, MOTs and fault repairs with the garage (and via SBM/School);
- Checking and collating minibus paperwork i.e. mileage forms, logs of outings etc.

Be responsible for ensuring the safe storage and movement of items of furniture, equipment and provision as required to ensure that the school can be run efficiently and effectively. This will include:

- Moving and assisting in moving furniture, equipment and materials around the premises;
- Working with any letting partners who may use facilities outside of hours and ensure the school is prepared for use before and after activities.

Provide safe access to the site at all times and especially in the event of adverse weather including frost precaution duties as appropriate and carry out any agreed actions in the event of an emergency such as flooding, fire or breaking and entering. This will include:

- ensure that all hard surface areas and paths are free from litter and snow, all gullies and drains are free flowing, and to conduct basic safety and/or hygiene tests.

Such other responsibilities allocated appropriate to the grade of the post.

Person Specification:

| | Essential | Desirable | Method of Assessment |
|-------------------------------------|--|---|---|
| Educational Attainment | <ul style="list-style-type: none"> • Level 4 in a relevant field and/or Health & Safety • IOSH/NEBOSH qualified • Good Numeracy and literacy skills | <ul style="list-style-type: none"> • First Aid • Minibus driver's PSV licence | <ul style="list-style-type: none"> • Application form • Certificates |
| Relevant Experience | <ul style="list-style-type: none"> • Relevant experience in site management/ caretaker/ facilities role • Recent experience in a supervisory position • Evidence of DIY/ handyperson skills • working as part of a team with all stakeholders and including children | <ul style="list-style-type: none"> • Experience of health & safety in a school environment | <ul style="list-style-type: none"> • Application form • Interview • References |
| Knowledge/ Skills/ Aptitudes | <ul style="list-style-type: none"> • Appropriate Health & Safety legislation • Understanding and carrying out Risk assessments • Excellent interpersonal skills and ability to work with all stakeholders | <ul style="list-style-type: none"> • Knowledge in health and safety related matters | <ul style="list-style-type: none"> • Application form • Interview • References |
| Circumstances | <ul style="list-style-type: none"> • Enhanced clearances from the Disclosure and Barring Service | <ul style="list-style-type: none"> • Full, current driving licence | <ul style="list-style-type: none"> • DBS check • Interview |