JOB DESCRIPTION

Job Title:	Site Manager
Grade:	6, scp – 18 - 22
Salary:	£32,578 – 34,811
Hours of work:	37 hours per week worked 52 weeks per year
Annual Leave:	26 days plus Bank Holidays, increasing to 31 days plus Bank Holidays after five years continuous employment
Job Location:	Valley Road Academy
Responsible to:	Headteacher/Facilities Manager
Responsible for:	Premises Teams – part time site supervisor, cleaning and kitchen teams

Purpose of Job:

- To ensure that the site and grounds are maintained at all times in a safe, clean and healthy state for pupils, staff and visitors and other users of the site facilities.
- Management of site teams on a day to day basis reporting to the Trust Facilities Manager

Principal Responsibilities

- Safeguarding and security of the staff, pupils and school buildings
- To ensure the security of the premises in accordance with the specifications of the Headteacher and the Local Academy Council.
- To ensure the lighting and heating of premises is adequate for the day-to-day running of the school
- Manage the site teams on a day to day basis and liaise with the Trust Facilities Manager to ensure the site is run safely and efficiently
- Contribute to the management of all site-related projects,
- Ensure that the planned maintenance programme for the school is understood and any need to use third-party contractors is agreed
- The post holder will be expected to work a two shift pattern. Early Shift – 6.15am until 1.45pm. Late shift – 11am until 6.30 pm

Main Duties

- To supervise all relevant personnel in school premises team.
- Allocate the daily, weekly and monthly tasks for each member of the premises team
- Monitor performance of premises staff against agreed targets
- Receive regular reports from the premises team regarding reactive maintenance undertaken, including date, time taken, materials utilised and lead member of staff
- Monitor the condition of site buildings and grounds to ensure that appropriate standards are achieved
- Manage appraisal for the premises team and in partnership with the School Business Manage, identify individual and team training needs and support team development
- Ensure effective risk management, for example, in health and safety, and in the management of any third-party service contracts
- Know about risk assessment tools and how to use them in order to establish hazards within the school and the associated risk involved
- Know about IT systems and how to use them to improve the efficiency and effectiveness of the teams
- Ensure that a register of all hazardous chemicals in use on the site is developed and maintained, and ensure that all staff who use chemicals are aware of how they should be safely used and stored
- Ensure that copies of the hazard data sheets are available in a central register and at the point of storage
- Ensure that any contractors visiting the site are shown a copy of the Asbestos Register
- Ensure that any contractors visiting the site are made aware of the school policy in relation to smoking, mobile phone usage, of the fire evacuation procedure and park in a designated area
- Obtain risk assessments and method statements from third party contractors prior to them starting work on site and where appropriate DBS numbers
- Continuously monitor compliance with health and safety regulations
- Ensure that the fire alarm is checked weekly and a record of the test maintained
- Ensure that emergency lighting is checked weekly and a record of the test maintained
- Ensure that the firefighting equipment is checked weekly and any fire extinguishers that have been discharged are replaced immediately
- Ensure the site is checked weekly for any possible health and safety hazards
- Ensure that the water temperature checks are completed each week and records kept
- Participate in and ensure that the site is kept clean, tidy and attractive in order 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
- Carry out emergency cleaning as required
- Ensure that the site is secure and that entrances and exits are monitored through the school day and out-of-hours, including ensuring that there is an adequate number of premises staff on site at all times when the school is open to the public
- Ensure safe use of the premises for out of hours use
- Liaise with tenants to ensure safe and clean appropriate environments
- Ensure that the locking systems of the buildings are not compromised, and that the alarm system is regularly serviced and maintained
- Operational duties of premises team as appropriate to cover holidays and sickness

Security

- Requesting unknown persons on site to furnish proof of identity to prevent trespassing on premises, referring to the Headteacher and the police where necessary; where appropriate, to prevent unauthorised parking on the school site.
- Responsibility of first key holder for the site on a rota with other Site Supervisor. First point of contact to undertake associated call out duties, if available. For example, fire and intruder alarms, and take necessary emergency measures to ensure the site is secure.
- Carrying out authorised procedures in the event of a fire, flood, breaking and entering, accident or major damage

Health and Safety

- Ensuring that all rubbish and broken furniture is removed from the building and is taken to bins or to a safe storage area.
- Carry out weekly audible testing of the fire alarm and record in appropriate fire log
- To ensure Personal Protective Equipment (PPE) is used wherever there are risks to Health and Safety that cannot be adequately controlled in other ways.
- Ensuring that all hard playing areas and paths are free from hazards and that all drains and gullies are free flowing and clean. Reporting any blockages to the Facilities Manager as appropriate.
- Control, monitoring, and safe storage of cleaning materials and supplies used.
- Monitor the weeding of paths, paved areas and gutters etc. as required.
- Snow clearing and gritting of all essential paths as required
- Ensuring that all equipment and machinery used by caretaking staff is in a safe working condition and properly stored when not in use.
- Repair and maintenance of premises and equipment – within the competence of the site supervisor and satisfying health and safety and hygiene requirements.

Personal Responsibilities

- Cleaning of designated areas and undertake emergency cleaning of other areas as necessary, including the disinfections of designated toilets where applicable.
- Work with cleaning staff and contractors during the school holidays to undertake ‘deep’ cleaning of site, for example stripping and varnishing designated floors, cleaning of all inside windows within specified cleaning area, and all ground floor external windows and associated paintwork.

Heating Systems

- Reporting the failure of the heating plant promptly to the Facilities Manager and ensuring that the proper emergency procedure is initiated to provide heating for the site.
- Taking readings of electricity, gas and water meters on a monthly basis. Readings should be recorded on the Every system and e mailed to the CFO. Reporting any abnormal consumption to the Headteacher/Facilities Manager immediately.

- The cleaning of all ‘M’ and ‘J’ heater type filters before the commencement of the heating season or as required, if any on site.

Grounds Maintenance

- To ensure that external litter bins are emptied as and when necessary, and that the site is kept clear of litter and animal excrement.
- Weeding of paths, paved areas and gutters etc. as required. Snow clearing and gritting of all essential paths as required.
- Ensuring that all hard playing areas and paths are free from hazards and that all drains and gullies are free flowing and clean. Reporting any blockages to the Headteacher and/or Facilities Manager as appropriate.

Other Duties

- Making regular inspections of the premises repairs or maintenance work required at the sites
- May be required to work outside in all types of weather
- Must have an understanding COSHH regulations
- Flush all little used flush outlets weekly to conform with the requirements of legionella regulations and record findings.
- As time permits, but at least once per year, cleaning of all light fittings and diffusers where necessary, using appropriate climbing equipment and ensuring the correct safe disposal of all florescent light tubes.
- Porterage of goods and materials and movement of furniture and equipment as required. Accepting delivery of goods and materials for distribution.
- Ensuring that adequate supplies of products (e.g. light bulbs/fluorescent tubes, cleaning materials, toilet rolls, hand towels etc) are available.
- Exercising judgment in assessing and carrying out minor repairs.
- Ensuring that the premises / site is available for out of school activities on evenings and at weekends, including the setting up of equipment and / or furniture as required and securing the premises after use.
- And all other duties deemed necessary by the Headteacher for the successful running of the school.

Prioritising and Planning by:

- Recording planned tasks targeted for the week and producing an overview for the year ensuring working targets are met.
- Regularly reviewing work undertaken by attending regular meetings with the Headteacher or Facilities Manager
- Undertaking reasonable tasks as required by the Headteacher and Facilities Manager in relation to the building and site.

The postholder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.
The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the trust.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.
The post holder must carry out their duties with full regard to the Trusts Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies.
The postholder must comply with the Trusts Health and safety rules and regulations and with Health and Safety legislation.