

JOB DESCRIPTION & PERSON SPECIFICATION

Department	Education & Lifelong Learning
School	
Post Title:	Site Manager
Vision Post Number:	
Responsible to:	Headteacher
Posts reporting:	N/A
DBS Required Level:	Enhanced
Date of Description:	18 February 2019

Administration

1. Provide advice and guidance on the maintenance and upkeep of both the buildings and grounds.
2. Complete appropriate records e.g. fire alarm tests and vehicle tests in the appropriate log book.
3. Order materials necessary for maintenance and security of building
4. Prepare costs for various maintenance and repair improvement tasks (as agreed with Headteacher) that may be undertaken by Premises staff.

Finance

1. Liaising with Headteacher re any budgetary implications for repairs and maintenance.

Security of Premises and Contents

1. To be responsible for the security of the premises and contents.
2. To be responsible for securing of premises and setting of security alarms at the end of the agreed closing of the day.
3. To attend the premises when the alarm is triggered, out of hours and liaise with key Holding Service, Police, and Headteacher as necessary.
4. Secure all TVs, video equipment and valuable portable equipment which has not been locked away, in agreement with school arrangements.
5. Ensure all computers, printers and white boards are switched off.
6. Where necessary lock and unlock gate and entrance doors.
7. Ensure windows are secure and locked.
8. Deal with trespass and unauthorised parking.
9. Carry out emergency security repairs where possible or contact appropriate contractor.
10. On-going investigation of better security methods for visitors to the school during day and evening usage (where appropriate)

11. Maintain sets of keys for all rooms and equipment.
12. The upkeep, maintenance and health & safety issues of the school.
13. To be responsible for the health & safety management of the school building, reporting to the Headteacher

Buildings

1. Implementation of repairs, maintenance and cleaning programme agreed with the School Management and Council procedures.
2. Ensure that work carried out by outside contractors is completed to specified high standards and meets deadlines and complies with safe working practices.
3. Oversee and undertake part of the daily cleaning of the school ensuring that the work is completed.
4. Liaise with cleaning company as necessary, ensuring that cleaning standards/hygiene are maintained.

Heating

1. To operate the heating and hot water plant.
2. To ensure that recommended temperatures are maintained (if not able to do so, contact Property Maintenance.)
3. Carry out routine maintenance procedures for heating boilers, water pumps.
4. Carry out frost precautions.
5. To operate heating equipment in external buildings.
6. To know the location of main stop clocks and valves and main electricity breakers.
7. Ensure that proper safety precautions are observed in boiler houses.

Electrical Installations (Including Schools Meals Area)

1. Replace bulb/shade where accessible.
2. Replace tube, starter, shade (not sealed units) where applicable.
3. Maintain high level lighting (using approved equipment). If in difficulty contact Corporate Maintenance
4. Replace, refuse or fit plugs (after training).
5. Inspect electrical fittings and arrange for Contractor to deal with any defects.
6. Keep log of usage of electricity/gas/water.

Energy Conservation

1. Implement all agreed school policies.
2. Read, record and report all meter readings.
3. Liaise with the Energy Conservation officer.
4. Promote Energy Conservation within the school.
5. Switch off unnecessary lighting during the day and ensure lighting is switched off at end of day.
6. Ensure classroom doors to the outside are closed during the day.

Maintenance Work

Carry out work under some or all of the following headings.

1. General repairs and maintenance work.
2. Floor maintenance
3. Carpet shampooing
4. Clean inside of external windows and both sides of internal glass.
5. Clean lights, shades and diffusers.
6. Replenish toilet requisites
7. Clean floor maintenance equipment after each use.
8. Clean up sickness when on duty. Make equipment and materials available for use off duty.
9. Order and maintain an adequate stock of relevant materials.
10. Carry out non-contractor cleaning duties as specified.
11. To clean gulleys and drains on roof as required.
12. To undertake vehicle checks and driving duties as required.

Outside Areas

1. Inspect outside fabric of buildings, fencing and grounds, report defects and arrange for repairs as appropriate.
2. Clean hard play areas and paths.
3. Empty litter bins daily.
4. Clean dustbin areas daily.
5. Clean drains as per assessment i.e. weekly, monthly.
6. Clean gullies
7. Rod out manholes in emergencies, call in contractor after discussion with Headteacher.
8. Keep access paths clear and safe during snow and frost conditions and minor flooding and emergency situations.
9. Litter pick all areas weekly.
10. Deal with external graffiti problems
11. Ensure the upkeep of the outside areas in accordance with appropriate standards.

Emergencies

1. Deal with, or arrange to be dealt with, all burst pipes, leaks, flooding, fires breakages as appropriate.
2. Arrange for Contractor to deal with electrical, gas, water or any other installation emergencies. Make safe initially by switching/turning off supply and observing Health and Safety recommendations.
3. Liaise as necessary with Emergency Services including call in Emergency Services as required.
4. Ensure clear access and assist if required, all emergency services.

Porterage

1. Receive and transport to appropriate areas ALL normal Education deliveries.
2. To arrange the movement of furniture and heavy teaching equipment as required, provide that reasonable notice is given.

Other Duties

- 1 Carry out reasonable overtime requirements.
- 2 Synchronise clocks, time switches as required.
- 3 Driving school vehicles as required.
- 4 Other duties as required by the Headteacher appropriate to the nature and grade of the post.
- 5 Carry out minibus checks including tyre pressures, fluid levels etc,
- 6 Carry out refuelling of minibus

Training

1. The Site Manager will be require to attend Training Courses and undergo training as necessary and train any relevant personnel as required.

The post is subject to a satisfactory enhanced DBS check to ensure the safeguarding of the pupils.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Headteacher, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

Protecting Children and Vulnerable Adults is a core responsibility of all staff. Staff are expected to alert their line manager to any concerns they may have regarding the abuse or inappropriate treatment of a Child or Young Person, or Vulnerable Adults.

PERSON SPECIFICATION

The Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Experience** section describes what is required in terms of what is needed to undertake this job.

The **Qualifications / Training** section describes the required standards needed to undertake this particular role.

The **Knowledge / Skills** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have.

	Essential	Desirable
Knowledge/ Qualifications		<ul style="list-style-type: none"> • Knowledge of property maintenance procedures • Cleaning Protocols • Knowledge of COSHH • Relevant trade qualification(s)
Experience		<ul style="list-style-type: none"> • Understanding and/ or experience of the primary school setting • Experience of general property maintenance • Experience of managing a small team • Keyholding experience
Skills/ Abilities	<ul style="list-style-type: none"> • Good interpersonal skills necessary to work with LEA and other agencies, a team of teachers and support staff • Ability to work to instructions and on own initiative at times • Commitment to further training where necessary • Ability to relate to and work with young children • Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online www.rctcbc.gov.uk/WelshSkills 	<ul style="list-style-type: none"> • General property maintenance skills and abilities • Building improvement and decorating skills • Basic plumbing skills • Ability to use machinery e.g. hand tools and cleaning equipment • Welsh Language Level 2 - Level 5. Please refer to The Welsh Language Skills Guidance online www.rctcbc.gov.uk/WelshSkills

Personal characteristics	<ul style="list-style-type: none">• Commitment to working in a school environment• A committed, flexible and reliable approach	
Other	<ul style="list-style-type: none">• A full driving licence with the ability to drive minibuses (if the category is missing on the employees driving licence training would be provided to gain the required category)	