



Job Description

Post title:
School
Pay range:
Line manager:

Site Manager
Girlington Primary School
Band 7 – Scale Point 11-17 (£21,166-£23,836)
Business Manager

Job Description

Main purpose of the job

- To provide a student centred approach ensuring you prioritise students and their learning.
- To work under own initiative with minimum supervision, analytical inquiring and investigative in approach to work.
- Create and implement the schools planned repair and preventative maintenance program, including creating specifications and orders.
- Routinely inspect buildings, fixtures, fittings, furniture, premises and grounds and carry out repairs as required keeping appropriate and accurate records.
- Maintain the efficient operation of heating, water and electricity supplies and carry out routine checks and minor repairs as necessary.
- To oversee all capital works on site to ensure that contractors are working to agreed specifications, time scales, contractual requirements, policy and procedure, health and safety requirements and child safe-guarding requirements.
- To be responsible for contractual staff on site including access requirements, safe working practices, risk assessments, health and safety at work.
- Ensure that the school site is clear of waste and pests in line with agreed procedures.
- Be responsible for carrying out security procedures for buildings, facilities and grounds, including security patrols and inspections.
- Open, close and ensure all buildings and facilities are locked within normal operating times for each area.

- Respond to alarm calls outside of normal working hours or ensure that there is the required cover by a member of staff.
- Required to be a key-holder for emergency call-outs including evening and weekend duties.
- Liaise with contractors who may be responsible for the provision of security equipment.
- Prevent the unauthorised access, trespass or parking of vehicles on the premises and grounds.
- Ensure the cleaning (internal and external) in the school is performed efficiently and to a high quality standard, providing a clean and litter free environment. Provide cleaning duties for caretakers and cleaners.
- Will take part in monitoring, maintaining the school Health and Safety policies and procedure as they relate to the building, facilities, cleaning and grounds. This includes; fire alarm testing, evacuation procedures and testing, equipment safety and validation, risk assessments, COSHH assessments, and records of checks and servicing.
- Monitor and manage stock (eg. bulbs, cleaning / hygiene materials) within an agreed budget, cataloguing resources and undertaking audits as required so that adequate levels are maintained at all times.
- Take delivery and arrange for storage of materials, stores and other goods.
- Maintain an inventory of all machinery, equipment and /materials.
- Maintenance of specialist equipment, check for quality/safety, undertake specialist repairs/modifications within own capabilities and arrange for other repairs/modifications to be carried out by others.
- Assist in managing maintenance budget in line with financial procedures.
- Maintain tidy and organised work spaces and storage areas.
- Ensure health and safety guidelines are adhered to – promote and ensure the health & safety of pupils, staff & visitors in accordance with appropriate Health & Safety Legislation at all times.
- Provide specialist advice and guidance as required.
- Will present a positive personal image, contributing to a welcoming school environment

- Attend and participate in relevant meetings, producing analysis and reports as required.

Duties and responsibilities

- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, trustees and members of the local community.
 - Lead by example - with integrity, creativity, resilience, and clarity - drawing on your own expertise and skills, and that of those around you.
 - Sustain wide, current knowledge and understanding of education site management and school systems, and pursue continuous professional development.
 - Support the Headteacher to create an ethos within which all staff are motivated and supported to develop their own skills, and to support each other.
 - Develop effective relationships with fellow professionals and colleagues in other public services.
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Person Specification – Site Manager

E- Essential Criteria / D – Desirable Criteria

Qualifications

1. Hold recognised training and qualifications associated with premises management (D)
2. Significant experience or skills in a trade (E)
3. Relevant qualification in conducting risk assessments (D)
4. Relevant qualification in Health and Safety (D)
5. Clean current – full driving licence (E)

Experience – show evidence of

6. The ability to understand and apply regulations such as health & safety, manual handling, COSHE, Legionella etc (D)
7. Competent at basic building repairs and maintenance (E)
8. Staff management experience (D)

Professional Knowledge

9. Up to date knowledge of statutory regulations and guidance relating to the post. (D)

Professional skills

Can demonstrate the ability to:

10. Perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post (E)
11. Review the schools systems and maintenance schedules to ensure the robust evaluation of schools performance and actions to secure improvements. (E)
12. Good numeracy, literacy and IT skills (E)
13. Sound planning and negotiating skills (E)
14. Ability to gather information, analyse data and problem solve (E)
15. Ability to manage own time effectively and demonstrate initiative including establishing priorities (E)
16. Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests (E)
17. Lead and manage a team to successfully achieve agreed goals. (E)
18. Be an effective team player that works collaboratively and effectively with others. (E)
19. Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate). (E)
20. Support, motivate and inspire both colleagues by leading through example. (E)
21. Deal successfully with situations that may include tackling difficult situations and conflict resolution. (E)
22. Work successfully with a range of external agencies. (E)

Commitment

Demonstrate a commitment to:

- equalities and equality act 2010
- promoting the school's vision and ethos
- high quality, stimulating learning environment
- relating positively to and showing respect for all members of the school and wider community
- ongoing relevant professional self-development
- safeguarding and child protection

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

Signature of post holder _____ Date / /

Signature of Headteacher _____ Date / /