**Site Manager Job Description and Person Specification**

**Post title:** Site Manager

**School: Rainbow Primary School**

**Pay range: Salary Band 6 SCP 6 – 11 £19,698 – £21,748 (Depending on Experience)**

**Line manager:**  Business Manager

**Supervisory responsibilities:** External Cleaning Company

**Job Description**

**Main purpose of the job**

* To provide a student centred approach ensuring you prioritise students and their learning.
* Create and implement the schools planned repair and maintenance program, including creating specifications and orders, and authorising all relevant works
* 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
* Gate patrol during drop off and pick up
* Covering front desk to breakfast club
* Answering telephone calls and taking messages until office staff come in – including pupil illness
* 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.
* Take a lead role in monitoring, maintaining the schools 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
* Carry out complex administrative tasks eg. maintaining records, information and data, producing reports as required
* 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
* Control and manage devolved budget in line with financial procedures
* Maintain tidy and organised work spaces and storage areas
* Ensure health and safety guidelines are adhered to and Smartlog is upto date re training, risk assessments and safety checks
* Provide specialist advice and guidance as required
* To line manage the Cleaning staff ( 4 staff members) ensuring the effective and efficient operation of the department and that each individual is effectively deployed
* To hold meetings with the cleaning staff in order to address any issues arising and to bring these to an acceptable conclusion wherever possible
* Will present a positive personal image, contributing to a welcoming school environment

­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­

##### Duties and responsibilities

* Hold and articulate clear values and moral purpose, focus on providing a world-class education for all pupils.
* 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 scholarship, expertise and skills, and that of those around you.
* Sustain wide, current knowledge and understanding of education site management and school systems locally, nationally and globally, and pursue continuous professional development.
* Support the CEO & Headteacher in communicating a compelling school vision empowering all pupils and staff to excel.
* Support the CEO/Headteacher to create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
* Hold all staff to account for their professional conduct and practice.
* Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
* Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people’s lives and to promote the value of education.

**Person Specification**

**Qualifications**

1. Hold recognised training and qualifications associated with premises management
2. Significant experience or skills in a trade
3. Relevant qualification in conducting risk assessments
4. Relevant qualification in Health and Safety
5. GCSE Maths & English

**Experience – show evidence of**

1. The ability to understand and apply regulations such as health & safety, manual handling, COSHE, Legionella etc.
2. Competent at basic building repairs and maintenance
3. Staff management experience

**Professional Knowledge**

1. Up to date knowledge of statutory regulations and guidance relating to the post.

**Professional skills**

Can demonstrate the ability to:

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

**Commitment**

Demonstrate a commitment to:

* 1. equalities and equality act 2010
  2. promoting the school ’s vision and ethos
  3. high quality, stimulating learning environment
  4. relating positively to and showing respect for all members of the school and wider community
  5. ongoing relevant professional self-development
  6. 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 CEO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date / /**

# Signature of Headteacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date / /