

Stanbury Village School

Site Manager

Job Description and Personnel Specification

Job Title: Site Manager

Job Purpose: To be responsible for the supervision of all the Stanbury Village School site maintenance and services including the site / cleaning staff and external contractors in order to maintain a healthy and safe environment for students, staff and other users of the school premises.

Main Duties / Responsibilities

ORGANISATION

- Implement the school's planned repair and maintenance programme in line with health and safety standards:
 - Initiate specifications and orders for repairs/improvements and authorise relevant works;
 - Efficient operation of heating, water and electricity supplies and to carry out routine checks and minor repairs as necessary;
 - Ensure the school is clear of waste and pests in line with agreed procedures.
- To be responsible with the Headteacher and Office Manager for carrying out security procedures for buildings, facilities and grounds including security patrols and inspections:
 - Carry out security procedures including the opening of buildings and lock up procedures;
 - Respond to alarm call outs outside normal working hours or to ensure cover by a member of staff;
 - Liaise with contractors responsible for the provision of security equipment;
 - Prevent unauthorised access, trespass or parking of vehicles on the premises and grounds;
 - Ensure all site staff are trained in all relevant security procedures.
- Ensure the cleaning (internal and external) in the school is performed efficiently and to a high quality standard:
 - Ensure all cleaning duties of cleaners are fulfilled and the school is a clean and litter-free environment.
- Take a lead role in monitoring, maintaining the school's Health and Safety policies and procedure as they relate to the building, facilities, cleaning and grounds:
 - Fire alarms are tested in line with guidelines;
 - Assist in all fire/safety evacuation procedures and tests;
 - Equipment used by caretaking and cleaning staff is validated and in safe working condition;
 - Risk Assessments and COSHH Assessments are up-to-date, and staff are trained in their use;
 - Records are kept of regular checks/service calls on equipment;
 - Ensure all site staff are trained in all relevant emergency procedures.
- Will attend relevant meetings and participate in training as require.

ADMINISTRATION

January 2020

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- Monitor and manage stock (eg. bulbs, cleaning / hygiene materials) within an agreed budget, cataloguing resources and undertaking audits as required;
- Maintain an inventory of all machinery, equipment and /materials;
- Carry out administrative tasks eg. maintaining records, information and data, producing reports as required.

RESOURCES

- Operate relevant equipment;
- Maintenance of 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;
- Provide advice and guidance as required.

MANAGEMENT

- To line manage the cleaning staff ensuring the effective and efficient operation of the school and that each individual is effectively deployed;
- To hold regular meetings with the cleaning staff and line manager in order to address any issues arising and to bring these to an acceptable conclusion wherever possible.

Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role, the postholder will be required to meet the Intermediate Threshold Level.

Intermediate Threshold Level

The postholder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and;
- Only the requirements to explain difficult concepts may hinder a natural smooth flow of language.

Special Conditions of Service

No contra indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance [an Enhanced DBS check is required].

Other Considerations

- To be aware of and comply with policies and procedures relating to child protection, being vigilant for signs that children may be being abused and to report any such suspicions to the school's Designated Child Protection Lead.

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- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carer files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

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Personnel Specification

	Essential (E)/Desirable (D)
EXPERIENCE:	<ul style="list-style-type: none"> • Will possess handyman/relevant experience. (E) • Will possess caretaking/site-keeping experience in a school or similar environment. (D) • Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level (E)
QUALIFICATION S/ TRAINING:	<ul style="list-style-type: none"> • Will possess good literacy and numeracy skills (GCSE (or equivalent) Maths and English). (D)
KNOWLEDGE/S KILLS:	<ul style="list-style-type: none"> • Will possess good working knowledge of plumbing, electrical and decorating repair procedures. (E) • Clean current – full driving licence (E) • Will possess good working knowledge of health, hygiene and safety procedures and precautions and regulations, for example COSHH, Manual handling etc. (D) • Will possess the ability to work as part of a team. (E) • Willingness to use relevant equipment. (E) • Will possess ability to relate well to children and adults. (E) • Knowledge of cleaning procedures required to meet specified cleaning standards. (D) • In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level (E)