****

**Job Specification – Site Manager**

**Operational:**

To have a NVQ Level 2 qualification in a trade i.e. electrician, plumber or joiner would be desirable but not essential.

* Promotion and maintenance of a clean, tidy, safe and hygienic school environment which gives a positive image of the school to children, staff, parents and visitors.
* To establish and maintain good relationships with all children, parents/carers, colleagues, contractors and other professionals
* To oversee and direct the cleaning team and assistant site manager
* To organise and monitor premises staff workloads including cover for absences, delegating tasks appropriately
* To act as first key-holder and controlling site keys, routine and non-routine opening and closing strictly in line with site policy and procedures
* To be responsible for the maintenance of the school site, buildings and grounds to a high standard
* To ensure maintenance and functioning of the school’s heating and utility systems / services are in place
* To liaise with contractors and assisting in the preparation of outline specifications for alterations and improvements to the buildings
* To ensure that all school buildings and grounds are cleaned to agreed standards and specifications including the establishment of effective monitoring and rotas
* To clean and care for exterior hard surface areas of all school buildings
* To arrange for the removal of graffiti, contracts for refuse collection and sanitary bins
* To report on, arrange and oversee any alterations, redecoration, building and maintenance works and specialised repair work
* To personally undertake repairs and maintenance tasks which are within the post holder’s competence and identified as such, arranging for other repairs to be carried out, and organising emergency response to vandalism damage.
* To order and maintain stocks of materials, equipment and protective clothing as required
* To organise and / or personally undertake the removal of snow and other obstructions from entrances, steps, access pathways, car parks, playgrounds etc; in order to ensure the safe entry and exit to school premises for all.
* To ensure adequate stocks of salt are maintained
* To assist with ensuring all deliveries to the school are correctly accepted, securely stored and distributed
* To be responsible for the security of the site and grounds including liaising with other stakeholders in respect to arrangements such as safeguarding requirements as per school policies and procedures
* To report as appropriate any breaches of security and ensure that any resultant damage is remedied properly and promptly
* To undertake and co-ordinate various porterage and administrative duties
* To promote and co-ordinate lettings of school facilities to ensure that income opportunities are maximised and required documentation completed
* To ensure, in conjunction with Headteacher and Finance & Buildings Manager, that all H&S procedures and requirements are being resourced and met, so recognising the health, safety and welfare of all premises users and visitors, including contractors
* To ensure all delegated risk assessments are carried out and completed, and action taken where necessary
* To ensure that appropriate signs and notices are displayed
* To notify appropriate agencies of issues and make necessary arrangements such as a pest / vermin problem

To co-ordinate the evacuation and search of the school premises as required liaising with Headteacher, Line Manager and other relevant agencies at all times.