

Job Description: Site Manager



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| JOB DESCRIPTION: | Site Manager |
| RESPONSIBLE TO: | Headteacher, School Business Manager, Compliance Lead |
| RESPONSIBLE FOR | A team of cleaners |
| JOB PURPOSE: | To be responsible for the day-to-day maintenance, cleaning and security of the schools' premises and sites, during and out of school hours, thereby ensuring a safe working environment. As an employee within QUEST, staff may be required to work at any school within the Trust. |
| LIAISING WITH: | Headteacher, teaching and support staff, external contractors, police/fire officers |
| SALARY SCALE: | QUEST Grade D NJC 9-14 |
| DBS DISCLOSURE LEVEL | Enhanced - QUEST is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service is required prior to appointment. |

Professional Responsibilities

School Ethos

- Work with colleagues in creating, inspiring and promoting excellence at all levels.
- Uphold the culture and ethos of the Trust, ensuring school environments for teaching and learning that empower both staff and children to achieve their highest potential and be their best selves.
- Attend and participate in events intrinsic to the daily life of the schools and Trust, celebrating success at every opportunity.
- Actively support the Trust's policies relating to equality and diversity, inclusion and safeguarding, health and well-being, confidentiality and social networking.

Key Responsibilities

- To lead the team of cleaners and undertake cleaning duties to always ensure an **excellent standard** of cleanliness across the schools, including cleaning of classrooms and allocated areas as required.
- To maintain the security of the school premises by securing (locking/unlocking) entrances and exits and reporting potential security breaches.
- To monitor and operate fire safety equipment and carry out fire drills as requested.
- To provide access to the school for community events outside of normal school hours. This may include weekends and on a rota basis.
- To operate and respond to alarm systems where appropriate.
- To undertake a daily risk assessment of the premises and grounds.
- To anticipate future maintenance work and schedule repairs with the Trust Compliance Lead.
- To be one of the main key holders on occasions and attend to call outs (outside of school hours) liaising with relevant emergency services if necessary.
- To maintain the asset register using the Parago software system.
- To order relevant consumables and equipment as required and to oversee their receipt, distribution, collection and despatch.
- To assist with the planning and organisation of systems and procedures to record maintenance, building and security schedules.
- To carry out basic/general repairs and maintenance (not requiring a contractor).

- To plan and carry out regular routine health and safety checks, e.g.
 - Fire alarms
 - Water Sprinkler Systems
 - Legionnaire Testing – weekly and full annual test
- To operate and undertake routine maintenance of the heating plant, cooling and lighting systems reporting faults to the appropriate person.
- To undertake routine maintenance on faulty equipment, reporting more serious faults to the appropriate person.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- To manage the letting function within the school including cover for out of school hours activities.
- To undertake grounds maintenance duties within the site and contribute to the development of a gardening maintenance programme.
- To undertake a visual inspection of portable electrical equipment on a 6 monthly basis.
- Along with senior management undertake:
 - an annual grounds/site inspection
 - fire risk assessment and workplace assessment for reporting to Trustees.
- To provide a porterage service around the school, and assist with receipt, distribution, collection and despatch of goods.
- To always uphold excellent standards of customer service working as part of the customer care team including answering queries, giving directions and participation in school events outside of working hours.
- To follow agreed schedule of priority tasks to agreed deadlines and respond in a timely and flexible manner to incidental occurrences in school.
- To sign and uphold the Trust’s Code of Conduct and ensure confidentiality is always maintained.
- Quality assure the work of the Premises staff to always ensure an excellent standard of cleanliness and repair and maintenance across the schools.
- To commit to the specified number of hours of professional development each year and have the drive and passion to evolve and improve as a committed staff member.
- Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.
- To participate in the staff performance management process in accordance with the Trust’s policy and be responsible for self-motivation towards agreed targets.
- Contribute to the overall ethos/work/aims of the Trust and its schools including participation in school events outside of working hours.
- To contribute to the development of relevant policies and procedures.
- To always be a positive role model.

Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others. To undertake Health and Safety Training, and Statutory training as per the Trust training cycle.

The job description encompasses the above statements and is not necessarily a comprehensive definition. The post holder should be willing to undertake any other tasks that Senior Staff might reasonably require.

Name _____

Signed _____

Date _____

Job Specification: Site Manager



ESSENTIAL SKILLS/QUALIFICATIONS

- NVQ Level 2 in relevant discipline (Caretaking, Cleaning,) or equivalent qualification
- Health & Safety Certificate or willingness to work towards it
- Willingness to undertake further relevant training as required
- Full driving licence and vehicle

Applicants should be able to demonstrate experience, knowledge and understanding of the following areas relevant to the post:

- Experience of cleaning building interiors
- Experience of maintaining buildings to a required standard
- Experience of locking / unlocking buildings and setting of alarms
- Handy person or DIY experience
- Experience of liaising with external contractors
- Previous experience of caretaking/grounds maintenance in a school or similar environment
- Knowledge of COSHH and Health & Safety relating to cleaning substances
- Knowledge of health and safety at work regulations for example moving and handling
- Full working knowledge of relevant policies, procedures, codes of practice and legislation

Applicants should be able to provide evidence that they have the following necessary skills and abilities:

- Ability to use/operate a range of equipment relevant to the post
- Ability to complete paperwork within agreed timescales
- Ability to organise planned maintenance with outside contractors and/or businesses
- Ability to organise self and lead others in team
- Ability to recognise the importance of ensuring a secure and safe environment
- Ability to take direction to complete a range of maintenance tasks
- Ability to respond to routine maintenance problems
- To show commitment to sustain excellent attendance at work
- Commitment to and participation in the wider life of the schools and Trust
- Ability to cope with the physical demands of manual work
- Good timekeeping
- Willingness to be flexible and adaptable as determined by the needs of the schools and the Trust
- Legally entitled to work in the UK

DESIRABLE SKILLS/QUALIFICATIONS

- Experience of supervising other staff
- ILM or equivalent supervisory experience/qualification
- Ability to present reports for Senior Leaders