

JOB DESCRIPTION – Site Manager

Job title	Site Manager
Grade/Salary	NJC SCP 12 – 17 £28,598 - £31,022 37 Hours per week Normally worked 7.00am – 3.00pm during term time with flexibility during school holidays. Holidays: less than 5 years' service 25 days a year plus bank holidays, more than 5 years' service 30 days plus bank holidays, to be arranged during school holidays in agreement with the School Business Manager and Headteacher.
Responsible to:	School Business Manager/Headteacher
Responsible for:	Responsible for all aspects of site management, including duties relating to the school buildings and grounds. This includes security, cleanliness, portorage, monitoring of contracts and contractors, routine maintenance and refurbishment and carrying out minor repairs. The role also involves advising the SBM/ Headteacher/ Governors on improvements to the school environment and delivering pre-planned maintenance programmes.
Effective from:	As soon as possible

Ridgeway Secondary School Aims & Values:

Ridgeway Secondary School, a comprehensive school where students of all abilities can develop and thrive as individuals and as part of a community. We encourage all students to understand that belief in oneself, when combined the motto of being here means being better will lead to a successful future. We promote excellence in all that we do so that everyone at Ridgeway Secondary School can support the school aims in:

- Promoting high expectations of all
- Encouraging mutual respect, support and trust so that all can achieve their best
- Maintaining a place where honesty, openness and fairness lead to outstanding relationships
- Developing high levels of self esteem
- Ensuring belief, self-confidence and resilience is celebrated in our students
- Always aiming higher and being ambitious for the future
- Promoting high levels of wellbeing for all
- Developing curious citizens who can communicate effectively and embrace technology
- Demonstrating the Ridgeway Values in their day-to-day experience

It is paramount to the success of students that they are prepared fully for the challenges and opportunities that await them as they move on to post 16 life. We work hard to equip students with the skills and character attributes to thrive and make positive contributions to society. In a world where technology and social dynamics are ever evolving we are committed to preparing students to embrace and adapt to change.

Our Mission: Developing the whole person: Academically, Physically, Socially and Mentally

General responsibilities and duties:

- To ensure that management and maintenance of the school buildings and environment are effectively undertaken.
- To undertake repairs and DIY projects.
- To analyse site surveys and advise the Leadership Team and Governors regarding a programme of building maintenance and improvements.
- To be responsible, in association with the Deputy Head Teacher, for the health and safety of the site
- To monitor the performance of the cleaning staff, in line with the SBM to ensure a clean, tidy and well-maintained school environment.
- To continue to develop own skills and knowledge through participation on appropriate training courses as identified.

Specific responsibilities:

Premises Management

- To monitor the day-to-day maintenance, repair and cleaning of the school including carrying out minor plumbing, carpentry, painting and general building work.
- Inspect the outside fabric, all fences, gates, walls, steps, lights etc and repair as appropriate.
- To advise on and carry out a rolling programme of redecoration and refurbishment.
- To order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes, ensuring best value is received.
- To develop and maintain appropriate monitoring procedures to ensure that the school site is kept clean, safe, in a good state of repair and stocked with necessary supplies.
- To carry out regular checks and inspections of the premises, equipment and grounds, keeping accurate manual records where appropriate.
- Oversee schedules and routine maintenance liaising with and monitoring contractors and suppliers as necessary.
- To keep identified flower beds and tubs in good order.
- Supervise the gardening contractors when required for individual tasks eg pruning to ensure site is maintained to a high standard.
- Act as a contact point and liaise with visiting contractors as may be necessary to minimise disruption on teaching and learning and maintain safe working practices.
- Ensure all toilets are supplied daily with toilet rolls and soap.
- Ensure all hand dryers are in working order.
- To be the first point of contact for the contract cleaners and to monitor the cleaning contractors to ensure they are working efficiently and effectively to maintain the site to a high standard.

Security

- To be responsible for the security of the premises liaising with police and other emergency services in respect of this if necessary.
- To be responsible for locking and unlocking the school during term time and closure periods.

- To ensure that at the end of the day all windows and doors and gates are locked and all security alarms are set and working correctly.
- Reporting acts of theft or vandalism to the Deputy Headteacher/Business Manager and/or police as necessary.
- To regularly check, security devices, fire appliances, CCTV systems and alarms.
- To ensure the fire call points, fire doors, intruder alarms and emergency lights are regularly checked, and records maintained.
- To carry out half termly fire drills in conjunction with the Headteacher.
- To monitor, report and advise the SBM/Deputy Head Teacher on all security matters.
- Responding appropriately to emergencies, liaising with the emergency services including calling out as required.
- To act as main key-holder for the school call-outs.
- To be available outside school hours to lock up after school events eg parents' evenings in line with the school calendar.
- Any additional hours that may be required to be worked should be agreed with the Headteacher and School Business Manager in advance.

General Site Duties

- To monitor the school heating and hot water system.
- To ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking and leaves, removal of graffiti.
- To ensure halls and other meeting rooms are set out and cleared away as required for meetings and other events e.g. stage for plays, tables for community groups.
- To ensure all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met.
- To provide a portorage/furniture moving service as required in order that the school activities can proceed and that the entrance of the school is always clear and welcoming.
- To ensure routine service checks on all serviceable equipment are carried out and appropriately documented.
- To ensure light bulbs are changed as necessary and fittings maintained appropriately.
- Synchronise clocks, time switches etc as required.
- To carry out emergency cleaning if required during the school day which cannot be left for the cleaning staff.
- Keep entrance to school, inside and outside, clean and clear of obstructions at all times.
- To ensure working practices of the cleaning team comply with current legislation.
- To provide safe access to school in the event of snow, ice, flood.
- Clear leaves, moss as appropriate.
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc
- Ensure removal of waste to appropriate disposal points.
- To support the system for lettings of grounds and buildings by maintaining all aspects required. Lettings must be carefully monitored regarding security and keys must not be passed to any outside body, locking and unlocking of areas let is the responsibility of the Site Manager.
- All duties to be carried out in compliance with the Health and Safety at Work Act.

Health and Safety Compliance

- The post holder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.
- Have an excellent working knowledge of the school's own procedures and risk assessments.
- Ensure school compliance inspections, such as weekly tests, are conducted and recording folders are kept up to date and are accessible to the School Business Manager and Headteacher.
- Ensure manufacturers and COSHH regulations are complied with in the mixing, use and storage of cleaning materials.
- Regularly checking and ensuring emergency exits are not obstructed.
- Inspect all outside areas for dangerous materials and remove – including external emergency cleaning of spillages.
- Comply with the requirements of the Health and Safety at Work Regulations.

Administration

- To play an active part in the maintenance of the school's equipment and plant inventory.
- To place orders, via the school office, for items of housekeeping ensuring stock levels are maintained
- To order items as required for repairs and maintenance work, using the established internal order procedures.
- To maintain a log of inspections carried out as necessary.
- To seek quotes for specific jobs identified in consultation with SBM and Deputy Head Teacher.
- To establish and maintain a list of repairs and improvements where staff are able to log any issues.
- To maintain an audit of all tools and equipment, their state of repair and where located.
- To carry out regular H & S inspections and risk assessments where necessary.
- To monitor and report on the condition of the school minibus and to arrange regular cleaning of the interior and exterior of the vehicle.
- To undertake daily and weekly checks on the vehicle.

Staffing

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in relevant areas and in line with whole school priorities.
- To engage actively in the Performance Management Review process.
- To work as a member of a team and to contribute positively to effective working relations within school.

Commitment to Safeguarding Children:

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with by:
 - Having excellent knowledge of the school safeguarding policy and procedures regarding child protection.

- Be aware of the signs and symptoms of abuse by attending relevant safeguarding training.
- Understanding and support the school by attending training relevant to current national safeguarding issues such as The Prevent Duty, Child Exploitation, Female Genital Mutilation.
- Report all causes for concern to the Safeguarding team using detailed and accurate information.
- Ensuring the safety of all students in the school learning environment both indoor and outdoor.
- It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead (or in the case of staff to report to the Headteacher).

School Ethos:

- To play a full part in the life of the school community, to support its values and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies.
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To comply with the school's GDPR policy.
- To comply with the school's Code of Conduct for employees.

Equalities:

- To understand and comply with the Equality Information and Objectives Policy.
- The Trust is committed to the promotion of equal opportunities and diversity.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Signatures

The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade. The job description should be seen as enabling rather than restrictive and will be subject to regular review.

Special Requirements

An enhanced Disclosure and Barring Service (DBS) check and references will be requested in the event of a successful applicant. Where applicable, a prohibition from teaching check will also be completed.

Signed..... Signed

(Issued by the Headteacher)

(Issued by the staff member)

Dated..... Dated.....

Person Specification Site Manager

Education and Qualifications	Essential	Desirable
Qualifications in Maths and English.	✓	
Higher level qualification in a relevant subject, e.g., HND/City & Guilds		✓
Health & Safety qualifications, including IOSH Working Safely.		✓
Relevant qualification or training in First Aid.		✓
Commitment to personal/professional development.	✓	
Experience	Essential	Desirable
Previous experience maintaining a commercial building, building services, equipment, etc.	✓	
Previous experience working in schools as a Site Agent, Supervisor or Caretaker.		✓
Experience managing and maintaining health & safety in a commercial environment.	✓	
Experience managing small building projects and supervising external contractors.	✓	
Experience of fire alarm testing procedures and drills.		✓
Basic training and/or sound experience in one or more of the following: general maintenance, plumbing, electrical/building maintenance, heating systems, grounds work.	✓	
Experience or expertise in DIY.		✓
Experience with gardening maintenance.		✓
Experience of security systems.		✓
Ability to drive and hold a clean driving licence.	✓	
Proven experience of working with children and young people.		✓
Experience of working with external agencies.		✓
Knowledge and Understanding	Essential	Desirable
Knowledge of Safeguarding and other child-related legislation.	✓	
Knowledge of health and safety legislation/regulations.	✓	
Knowledge of fire regulations.		✓
An understanding that the needs and safety of the children and staff are of prime concern.	✓	
Knowledge and understanding of school procedures.		✓
Understand GDPR legislation.		✓
Skills and Attributes	Essential	Desirable
Ability to establish good working relationships.	✓	
Willingness and ability to embrace change.	✓	
Basic skills in the use of ICT in particular Microsoft Office packages	✓	
Excellent interpersonal and communication skills.	✓	

An ability to work towards deadlines with high levels of accuracy.	✓	
Ability to organise and prioritise a range of tasks.	✓	
Ability to work individually and as part of a wider team to meet shared objectives.	✓	
Ability to be proactive and work on own initiative and manage own workload, within a budget.	✓	
Ability to present information clearly and concisely to prescribed formats.	✓	
Personal Qualities	Essential	Desirable
Highly motivated and proactive in approach.	✓	
Enthusiastic and committed to support others beyond the school day.	✓	
Reliable.	✓	
Team player.	✓	
Display calmness under pressure and have a sense of humour.	✓	
Quick to adapt and take on new initiatives.	✓	
Personable and approachable.	✓	
Fit and able to carry out duties	✓	
Ability to deal with some manual handling.	✓	
Ability to work at high levels with appropriate equipment.	✓	
The ability to recognise and identify problems.	✓	
The ability to record and pass on information accurately.	✓	
Ability to be discrete and understand professional boundaries.	✓	
Ability to maintain appropriate relationships with young people.	✓	
Other Requirements	Essential	Desirable
Enhanced DBS Disclosure.	✓	
Ability to understand and demonstrate a commitment to equality and diversity.	✓	
Appropriate level of safeguarding training.	✓	