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**Job Description**

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| **Position:** | Site Manager |
| **Responsible To:** | Business Manager |
| **Responsible For:** | Caretakers/ Site Assistants/School Cleaners |
| **Grade:** | SO1 |
| **Working Pattern:** | 37 hours per week, full time, 21 days holiday (25 days after 5 years’ service) plus two additional statutory days |
| **Disclosure Level:** | Enhanced DBS |

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| **Core purpose of the post:**  To provide excellent working and recreational facilities for staff and students that facilitates delivery of an effective curriculum and extra-curricular activities.  To be responsible for leading, organising and supervising the Site Team to deliver a professional, efficient and timely site service.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Duties and Responsibilities attached to this post are as follows:**  **General Responsibilities**   1. Supporting the Business Manager with the operation of facilities management and development. 2. Facilitating the site team to work efficiently and effectively by providing them with the tools and structures they need to do their jobs. 3. Responsibility for delivering identified and authorised internal premises projects to time, budget and standard. 4. Oversight of the work of the cleaning contractors to ensure that they are meeting their contractual obligations. 5. Supporting the Business Manager in implementing the school’s health and safety policies and to ensure compliance with legislation in relation to health and safety including managing fire risk assessment, water and energy management and asbestos management. 6. Ensuring full coverage for the school site rota in term time and holidays and standing in for any gaps.   **Specific Responsibilities**  **Buildings, Grounds, Maintenance and Operations**   1. Produce in conjunction with the Business Manager a programme of works for each holiday period and arrange staffing accordingly. 2. Manage daily/weekly operations as determined by the Business Manager to meet the needs of the school, third parties, and contractors throughout the term, at weekends and during the school holiday period, balancing requirements and priorities within available resources. 3. Ensure that the grounds are clean, free of hazards and maintained as required. 4. Supervise contractors undertaking work on school premises (including keeping a log of work done and all the necessary paperwork) and the work of external cleaners and caterers and report any concerns over their working practices to Business Managers. 5. Monitor the condition, safety and security of the site throughout the term and during school holidays on a daily basis. Minimise the possibility of theft or vandalism and maintain the fabric of the buildings, thereby ensuring a safe and sound working environment for all stakeholders. 6. Oversee the repair and maintenance of equipment, furniture, fixtures and fittings. 7. Assist the Business Manager in the setting up of a system to track the school’s existing assets and any new assets acquired during the year. 8. Manage and organise maintenance work and minor projects and where appropriate utilise the site team, to minimise expenditure on external contractors. 9. Arrange for the ordering, maintenance and storage of materials and equipment and implement appropriate control systems for all stock items to facilitate the efficient operation of site maintenance, repairs and safety work. 10. Overseeing the energy and water consumption and improving and managing the sustainability of the school premises. 11. Liaise with all school users to determine the facilities required hour-by-hour, day by day and then manage the daily/weekly operations as above. 12. Ensure that classrooms, the main hall, meeting rooms etc. are set up as required, following Internal Event Booking Form requests or responding to emergency events. This includes governor meetings and BET meetings. 13. Liaise with the Business Manager regarding lettings and ensure that let facilities are fit for purpose.   **Health and Safety**   1. Carry out regular site hazard checks and department inspections to ensure health and safety compliance. 2. With the Business Manager, maintain plans for managing critical incidents and business continuity. 3. Use H&S compliance system daily to ensure compliance with health and safety legislation and guidance relating to the facilities team, ensuring the system is kept up-to-date. 4. Ensure that facilities risk assessments are up to date and in place and implement any action plans to rectify concerns identified. 5. Ensure the paperwork is passed on Business Manager so that accurate records of servicing, maintenance and inspection can be maintained. 6. Ensure that all facilities staff have sufficient training and information for their roles and maintain records. 7. Ensure that hazardous substances are used, stored and disposed of appropriately and that risk assessments are up to date and shared with appropriate staff. 8. Assist with the maintenance of plans of the building and grounds including locations of main electrical intakes, chemical storage, call points, fire protection and fire-fighting equipment, emergency shut offs, stopcocks and meters.   **Security**   1. Manage the opening and closing of the school daily, at the agreed times, ensuring that the school is available for evening and weekend use as required. 2. Be a main key holder for the school site and live within easy access of the school (within 25 minutes drive). Liaise with the local police station as appropriate. Control allocation of users, keeping accurate and up-to-date records of key holders for routine and non-routine opening. 3. Be responsible for general security and access control at all times. 4. On Call rota. Manage the rota of ‘on call’ site staff; ensure fair distribution of duties in the team (including yourself). Ensure adequate key holder cover during holiday periods. Responsibility for covering on call in the event of staff absence. 5. Ensure that a member of the site team is always available to respond to request for support.   **Line Management of Facilities Team**   1. Plan and organise workload on a weekly and medium-term basis, delegating tasks to the site team in line with expertise and in order of importance. 2. Manage the FM system and distribute jobs daily to the team, assessing the skill base of the facilities staff and allocating tasks accordingly. 3. Organise external, or provide internal, training to up-skill the facilities team. 4. Evaluate the effectiveness of the team and individuals through the school’s appraisal system.   **Cleaning**   1. Oversight of the work of the cleaning contractors to ensure that they are meeting their contractual obligations 2. Ensure that all areas of the building are clean and ready for use, liaising with Business Manager to notify specific periodic cleaning needs. 3. Ensure that any spillages are mopped up promptly and that any bodily fluids are cleaned up as soon as practical. 4. Ensure immediate removal of any internal and external graffiti. 5. Ensure that all refuse is disposed of promptly and in accordance with legislation   **Sustainability and Business Continuity**   1. Ensure that buildings are running effectively and efficiently and optimised for the conditions. 2. Devise ways of ensuring the heat, light and water are used efficiently to maximise savings through energy conservation. 3. Be responsible for general security and access control at all times. 4. Ensure that all rubbish is sorted for recycling appropriately, working with students and staff on any new initiatives as required.   **Budget Management**   1. Manage the site material budget ensuring best value for money.   **General**   1. To assist in such duties and activities relating to any of the above areas, appropriate to grade as the Headteacher and Governors shall from time to time reasonably require. 2. To undertake exam invigilation, as required. 3. To undertake lunchtime supervision as required. 4. To actively support the vision, ethos and policies of the School. 5. To promote and safeguard the welfare of children you come into contact with. 6. This job description only contains the main duties relating to this post and does not describe in detail all the tasks required to carry them out.   **Duties and responsibilities attached to this post are as follows:**  **Special Notes and Conditions**  The nature of the work necessitates strict confidentiality, no information obtained during or after working hours should be discussed other than with relevant staff. |
| *This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and Oldfield School would aim to reach agreement to the changes.* |
| **PERSON SPECIFICATION**  **Essential / Desirable (D)**  **Qualifications**.   1. Relevant Health and Safety qualifications (minimum NEBOSH). 2. First Aid qualification (First Aid at work HSE minimum)   **Experience**   1. Experience of:    * building management ideally within an educational setting (min five years) (D)    * managing a team and supervising contractors    * experience of IT packages, including Building & H&S Management Systems    * management and procurement of service and maintenance contracts    * budget management and project management skills 2. Understanding of health and safety requirements for a large organisation and ability to recognise and take action to avoid potential risks under Health and Safety legislation and Fire Regulations. 3. Project Management experience and skills. 4. Ability to manage and develop a team of facilities staff. 5. Good organisational and decision-making skills. 6. Practical skills: painting, decorating, joinery, plumbing and basic electrical and mechanical (D) 7. Capable of working to a high standard and finding practical solutions to unusual/difficult issues. 8. Ability to recognise problems and potential problems with buildings both internally and externally.   **Personal qualities**   1. Ability to communicate well, and have a courteous manner in dealing with students, members of the public and staff. 2. Self-motivated and capable of working with minimum direction. 3. Negotiating skills. 4. Vision for high performance, high standards and confident self-image. 5. Positive relationships and collaborations with all stakeholders to secure the best outcome for students. |
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