 **Brierley Hill Primary School**

 **Site Manager Key Responsibilities and Job description**

**Post Title: Site Manager**

**Reporting to: School Business Leader**

**Salary/grade: Grade 6**

**Disclosure Level: Enhanced**

**Job Summary**

To be responsible for the day-to-day operational management, safety and security of the site. The post holder will be responsible for ensuring that the school is well-maintained, safe and secure.

The School Site Manager is responsible - through the Head Teacher, School Business Leader and Governing Body - for a wide range of duties and responsibilities connected with the fabric and ground of the School and Nursery.

**Key Accountabilities**

**Specific Accountabilities**

Duty Hours: 37 hours per week, normally between 6:00am and 6:30pm – this is dependent on the needs of the school.

The working day in term time is normally 37 hours per week to be worked normally between the core time of 6.00a.m. and 6.00p.m. depending on the needs of the service.

Evening or weekend lettings as required, for which overtime will be paid, based on the hourly rate of the Site Manager’s salary.

Security and Associated Duties:

In liaison with the School Business Leader, duties include:

• Carrying out security procedures for School and Nursery buildings and grounds.
• Opening and closing of School and Nursery premises, including gates, doors, windows, fire exits etc. for the purpose of school use, lettings, out-of-school hours functions, maintenance and emergency services.
• Regularly checking the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed.
• Liaising as necessary with the emergency services, including calling out of emergency services as required.
• Reporting acts of vandalism to the Headteacher and/or Police as necessary.
• Courier duties as required by the Headteacher, including taking cash to be banked as required.
• Performing security duties at the School gate before / after school.
• Be main key holder for the site.
• Liaison with contractors, some of which many include: window cleaners, alarm servicing company, builders etc.
• Keeping accurate records of all work carried out on site and monitoring when they are due to be done again.

• In conjunction with professional advice undertake an annual security review of the Site and make recommendations to the Business Leader/Head.

Health and Safety

• Keep accurate records of all work carried out by contractors and the Site Team.
• Ensure COSHH and Asbestos regulations are adhered to and advise Business Leader / Headteacher if not.
• Ensure all Fire Regulations are adhered to and advise Business Leader / Headteacher if not.
• Ensure Water Hygiene regulations are adhered to and advise Business Leader / Headteacher if not.
• Ensuring that all security measures and health and safety measures are fit for purpose and advising of alternative improvements as necessary.
• Producing, reviewing, implementing and monitoring risk assessments.
• Submitting insurance claims and liaising with the insurance team/contractors.

Lettings

• Complying with instructions received from the Headteacher / School Business Leader / Board of Governors concerning letting procedures and carrying out as per lettings agreement.
• Liaise with lettings / hirers and deal with enquiries.
• Where requested by the Headteacher / School Business Leader, be on-site during the course of lettings to:
-Give any assistance to the hirer of the facilities.
- Ensure that functions are conducted in an orderly manner and the behaviour of the hirer is not detrimental to the site or facilities.
- Ensure that, where appropriate, the requirements of the Licensing Justices are met during any letting.
- Carry out as required by the Headteacher / School Business Leader any necessary cleaning of areas within the letting agreement.
• Overseeing the Entertainments Licence and conditions.

Heating

• Check and control system functions, regularly check heating system, with due regard to appropriate safety requirements, and report all defects to a qualified heating engineer and Headteacher.

Sickness / Annual Leave Cover

• Co-operate with other nearby schools to ensure emergency cover in the event of sickness or other absences including holiday leave.
• Holidays to be taken during school holidays, subject to the approval of the Headteacher.

Deliveries / Post

• Manage delivery of post, stores materials and other goods.
• Manage unpacking and storing stock in conjunction with the Headteacher and Finance Officer.

Furniture moving

• Move such items of School and Nursery furniture as required, with due regard to current Health and Safety and Lifting and Handling regulations.

Supervising

• Supervise site caretaker and delegate daily work/duties as agreed with Head/Business Leader.
• Supervise school and nursery cleaning staff, ensuring all areas are cleaned to required specification. Liaise with Client Services on provision of cleaning materials etc.
• Ensure that cleaning machinery and equipment is maintained as Client Services guidelines, reports defects as they arise.
• Undertake spot checks to ensure cleaning standards are being maintained.

Appraisal

• Carry out appraisal and probationary reviews of caretaker/cleaning staff as appropriate.

Elections

• Comply with instructions with regard to arranging the necessary facilities for the School to be used as a Polling Station as required by the Returning Officer.

Energy Conservation

• In conjunction with the Headteacher / School Business Leader, implement all agreed policies.
• Read, record and report all meter readings as required by the Headteacher / Energy Conservation Officer.
• Arrange collection of all recycling.
• Inform Headteacher and Business Leader of any concerns.
• Liaise with the Business Leader and company undertaking energy assessment to implement any recommendations regarding energy efficiency for the building.

Emergencies – some examples are:

• Clean sickness and spillages as required.
• Deal with or arrange to be dealt with all bursts, leaks, floods, fires and breakages as appropriate.
• Deal with, or arrange to be dealt with, all electrical and gas emergencies, making safe initially by turning off supply.
• Ensure access for emergency services, assist as necessary and secure premises as required.
• Arrange repairs etc. with contractors with prior approval of the line manager.

Internal Maintenance

• Report all defects which require specialist repair, inspect electrical fittings and report defects as required.
• Replace lamps and domestic fuses as required.
• Regularly inspect plumbing and report / repair defects as appropriate, synchronise clocks, time switches etc. as required.
• Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate.
• Order and take delivery of materials to deal with minor repairs mentioned above.
• Subject to safety regulations, redecoration of any area, agreed as reasonable on instruction from Headteacher
• Be responsible for the supply and availability of all hygiene materials.
• Remove graffiti etc. as required by the Headteacher.
• Carry out minor repairs to School and Nursery equipment as agreed with the Headteacher.
• Purchase materials for minor repairs.
• Carry out minor works in order to improve the site as required by the Headteacher and Board of Governors.
• To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, kitchen grease traps etc. and clean up spillages as required.
• Attend appropriate training courses as required by Headteacher

External Maintenance

• Maintain cleanliness and general tidiness of all external hard areas.
• Empty litter bins on a daily basis.
• Clean and clear all drains and gullies to ensure effective and healthy operation.
• Inspect outside fabric of School and Nursery, report/repair defects as appropriate.
• Inspect all fences, gates, walls, steps, lights etc.
• Report/repair defects as appropriate.
• As required by the Headteacher, remove/obscure all graffiti.
• Undertake designated gardening duties.
• Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt etc.
• Inspect all outside areas for dangerous materials and remove, including external emergency clean of spillage.
• Regular liaison with the Children’s Centre and Community Centre on the site to ensure full compliance with all Health and Safety regulations.
• Pruning and clearance to ensure unrestricted access and use of premises including perimeter fencing.
• Carry out internal/external window cleaning where required.
• Carry out minor works in order to improve the site, as required by the Headteacher and Board of Governors. Regularly check both internally and externally for any potential danger to pupils, staff or visitors and report immediately to the Headteacher/line manager.

Key Accountabilities

• To be accountable for and promote equality, diversity to meet Council, Directorate and Service objectives.
• All employees have a responsibility not only for their own behaviour, but also for others regarding equality of opportunity. Any incident must be reported.
• To participate in a Performance Review and Development meeting and undertake a plan of training where necessary.
• Develop his/her own skills and expertise in a professional manner.
• In addition to all the responsibilities listed above, all employees must be flexible in their approach and undertake other duties that are commensurate with post holder’s level, wherever they may be, to achieve the objectives of the Directorate.
• To represent the Council and Directorate in a professional manner meeting the Corporate and Directorate aims. To comply with Directorate and Corporate policies.
• If appropriate to participate in the recruitment and performance management of designated teams and individuals in accordance with Corporate and Directorate aims and management style.
• To comply with the council’s financial regulation and standing orders
• To actively promote Dudley’s commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults at a level appropriate to this group.
• Employees must comply with health and safety legislation and will be required to comply with the Council’s Health and Safety Policies. All employees must ensure that they take reasonable care of their own health and safety as well as the health and safety of any person that is affected by their actions.
• To be responsible for adhering to legislative requirements and Council Policies and Procedures including, but not exclusively health & safety, Data Protection and Internet/Email use.

This job description describes the way the post holder is required to complete and perform the duties set out above. These duties may be varied from time to time to meet the changing demands of the school and nursery at the discretion of the Headteacher and following consultation with you.

**Person Specifications**

**Experience**

• Of basic building repairs and maintenance and grounds maintenance.
• Use of small industrial / electrical / mechanical equipment.

**Qualifications/Training**

• Able to understand and apply regulations (such as health and safety, manual handling regulations etc.)
• Evidence of additional employment training.
• Able to operate electrical / mechanical systems.

**Practical skills**

• Able to effectively organise and supervise the work of others (such as cleaners and contractors).
• Good reading, writing and numeracy skills.
• Ability to use relevant technology e.g. computer / keyboard / emails / photocopier.
• Able to regularly handle / use equipment to carry heavy items.

**Personal qualities and attributes**

• A proven record of a high attendance at work;
• Honest; able to work effectively with little supervision; polite and courteous to members of the public; calm and patient when under pressure; co-operative with other employees, parents and visitors.
• Able to show initiative and work proactively to ensure the smooth running of the site.

Other Essential Requirements:
• Be on call for emergencies and deal with regular evening and weekend lettings or contractors that need access out of hours.
• Must be flexible with regard to working hours.
• Willing to undergo training as required.