



Site Manager

Riverside Primary School Job description and Employee Specifications

Employment details

Job title:	Site Manager
Reports to (job title):	Headteacher and Governors
Hours of work:	Full Time – 5 Days / 35 Hours Split shifts during term time, 7am – 10am and 2pm – 6pm Full days during school holidays
Level and scale point:	Band E

Main duties/responsibilities

General duties
Maintain specialist equipment, undertake specialist repairs and modifications within own capabilities and arrange for other repairs and modifications to be carried out by other staff members and external parties.
Maintain tidy and organised work spaces and storage areas.
Ensure health and safety guidelines are adhered to at all times.
Establish effective working relationships with colleagues and set a good example for pupils through a high level of professionalism.
Set the priorities for maintenance and repairs.
Manage access to the premises and maintain security.
Supervise the cleaning of the premises by the outsourced cleaning team.
Plan site use and development of new school build.
Champion health and safety around the school, and supervise external contractors.
Manage site staff including cleaners and external agency staff.
Work alongside the Office Manager to ensure all records are kept up to date and protocols are followed
Take part in annual Governor H&S audits and H&S audits by external professionals
Organisation
<ul style="list-style-type: none">Fulfil wider professional responsibilities by:<ul style="list-style-type: none">Making a positive contribution to the wider life and ethos of the school.

<ul style="list-style-type: none"> - Developing effective professional relationships with colleagues, and knowing how and when to draw on advice and specialist support. - Deploying staff effectively. - Taking responsibility for improving site maintenance through appropriate professional development, responding to advice and feedback from colleagues.
<ul style="list-style-type: none"> • Be responsible for the school premises by: <ul style="list-style-type: none"> - Attending to all matters relating to the alarm system and key holder information. - Opening and closing the school each day. - Disarming and re-arming the alarm system. - In partnership with all other members of staff, maintaining the security of the school site by being vigilant. - Responding to emergencies out of school hours. - Making other members of staff aware when external agency staff are on the premises.
<ul style="list-style-type: none"> • Manage contractors on the school premises by: <ul style="list-style-type: none"> - Arranging for minor repairs and works to be carried out by contractors in consultation with the headteacher. - Acting as a liaison officer with contractors and the school or external agencies as appropriate, regarding access to the premises and whilst they are on site. - Monitoring the progress of the work and assisting the headteacher in ensuring that work is carried out to the required standard, as appropriate. - Liaising with and ensuring that contractors work within health and safety legislation ensuring safety of all individuals using the school premises. - Reporting any issues and concerns to the headteacher. - Verifying all contractors have the necessary certification as required to carry out their allocated work.

Management
Line manage the cleaning staff ensuring the effective and efficient operation of the department and that each individual is effectively deployed.
Hold regular team meetings with and cleaning staff in order to address any issues arising and to bring these to an acceptable conclusion wherever possible.
Liaise with Edsential to ensure consistent high standards of cleaning throughout the school.
Health and safety
Carry out regular health and safety checks in line with the Health and Safety Policy.
Ensure that all members of staff are aware of the emergency procedures, as well as their roles and responsibilities during an emergency.
Ensure that all work carried out by cleaning staff is carried out with due regard to the Health and Safety Policy.
In conjunction with the Headteacher and Office Manager, regularly carry out a risk assessment of the site and keep appropriate records.
Ensure that all escape routes and potentially hazardous areas are kept free from obstruction.
Ensure that inflammable materials for use around the site are safely stored and advice is given on the storage of combustible materials.

Ensure that dangerous substances and equipment are used and stored safely, in accordance with COSHH regulations.
Inform the Office Manager of any changes that are required to the COSHH inventory.
Check and maintain equipment within the school.
Organise the removal of rubbish from the site as and when necessary.
Organise the gritting of the premises in icy weather in line with the Health and Safety Policy.
Ensure appropriate legionella checks are carried out and recorded.
Keep the asbestos register up-to-date and ensure that all contractors sign the register.
Monitor and maintain the schools Health and Safety Policy and procedures as they relate to the building, facilities, cleaning and grounds by ensuring:
Fire alarms are tested in line with guidelines.
There is appropriate assistance in all fire safety evacuation procedures and tests.
An emergency evacuation practice is carried out and appropriate records are kept.
Equipment used by cleaning staff is validated and in safe working condition.
Risk Assessments and COSHH Assessments are up-to-date, and staff are trained in their use.
Records are kept of regular checks and service calls on equipment.
Additional duties
Carry out annual audits of the school premises.
Carry out additional tasks as reasonable expected under the direction of the headteacher.

Person specification

	Essential	Desirable
Qualifications and training	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • Good standard of education • Good literacy and numeracy skills 	<ul style="list-style-type: none"> • Vocational or other qualifications in relevant area(s) of work
Experience	<ul style="list-style-type: none"> • Experience of taking responsibility of a building • Experience of managing COSHH • Experience of working with contractors • Experience of day to day repairs and maintenance • Experience in a wide range of disciplines relevant to the post 	<ul style="list-style-type: none"> • Experience of a relevant trade e.g. electrical, plumbing, construction • Experience of working in a school / education setting • Experience of caretaking or site management
Knowledge and skills	<ul style="list-style-type: none"> • Knowledge of relevant H&S policies/code of practice/legislations including Risk assessments, COSHH, manual handling procedures and precautions • Knowledge of fire safety legislation • Knowledge of security systems • Knowledge of heating and boiler systems • Able to carry out site inspections / health and safety checks and maintain records / documentation provided • Able to use a range of basic tools, machinery and equipment • Able to carry out DIY and handyperson general repairs without guidance • Ability to lift and carry items • Ability to work at heights (roof access will sometimes be required) • Ability to manage COSHH 	<ul style="list-style-type: none"> • Knowledge of legislation and procedures relevant to school site management and Health & Safety • Proven skills in a wide range of relevant disciplines
Personal qualities	<ul style="list-style-type: none"> • Flexibility of working • Excellent interpersonal skills • Good written skills • Able to work proactively • Excellent timekeeping • Willingness to participate in development and training opportunities • Work during the school holidays • Organised 	<ul style="list-style-type: none"> • Ability to use initiative • Willing to work outside of school hours if needed