

SCHOOL SITE MANAGER

JOB DESCRIPTION

Job Title	School Site Manager
Location	Widewell Primary School, Plymouth
Responsible to	Headteacher/Business Operations Manager
Salary FTE	Grade D
Job Type	Permanent
Hours/weeks	37 hours per week / 52 weeks per year Working pattern to be discussed at interview

Job Summary

To be responsible for the fabric and grounds of the school, including the security of the school premises. To liaise daily with the Head of School and Office Manager on caretaking issues and the Operations Manager on more strategic issues and processes. To carry out day to day maintenance of the premises, machinery and plant equipment.

Key Roles and Responsibilities

- Have experience in instructing and supervising maintenance and cleaning staff.
- Take responsibility for the security and safety of the school buildings and site.
- Undertake statutory checks including daily/weekly/monthly recording where required.
- Be a key holder and attend emergency callouts for the school.
- Be able to undertake general repairs and maintenance and generally upkeep the buildings, and site maintained to a high standard.
- Have a proven ability in planning and prioritising repairs, including liaising with the Trust’s Business Operations Manager.
- Be pro-active in identifying maintenance issues/defects and act to minimise cost.
- Work in a flexible manner to meet the needs of pupils and the school.
- Facilitate maintenance work by specialist contractors and supervise to ensure H&S compliance.

JOB DESCRIPTION

JOB PURPOSE	<ul style="list-style-type: none"> • To be responsible for the property management of the school, liaising regularly with the Headteacher or Head of School on caretaking and site management issues. • To ensure the security and safety of the school premises • To be responsible for the cleaning team
DECISION MAKING	<ul style="list-style-type: none"> • The job involves working within recognised procedures yet initiative is welcomed. • May involve working independently to unexpected problems and situations. • Will have access to the Trust Business Operations Manager for advice and guidance on unusual or difficult problems. • There will be considerable work related pressure from conflicting work demands, deadlines and interruptions so the ability to manage this and prioritise appropriately is essential.
ACCOUNTABILITIES	<ul style="list-style-type: none"> • Line manage the cleaning team, undertake induction and annual appraisals • Responsible for the property management of the school, liaising regularly with the Headteacher/ Head of School and Trust Business Operations Manager. • Ensure the security of the school premises. • Maintain all tools, machinery and equipment • Develop and promote the lettings of the school building including sports facilities • Assist in the development of building works, CIF bids and projects. • Assist the Headteacher/Head of School/ Office Manager in the operation and management of the repairs maintenance budget.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
EXPERIENCE & JOB KNOWLEDGE	<ul style="list-style-type: none"> • Experience working on a school site or similar • Dealing with contractors and suppliers • Managing and supervising a cleaning team • Managing access to the premises and maintaining security • Supervising external contractors 	<ul style="list-style-type: none"> • Experience working at Primary Schools • Understanding of multi academy trusts
KNOWLEDGE	<ul style="list-style-type: none"> • Understanding of maintenance work and the use of associated tools and equipment for a range of maintenance tasks some of which may be complex in their nature • Knowledge of the Health and Safety at Work Act including COSHH regulations • Experience of carrying out administrative processes relevant to the job • Experience of staff supervision and an understanding of security matters • Outline knowledge of Fire marshal responsibilities - attend training and ensure the building conforms to current regulations. Training will be provided. • Experience of ordering cleaning materials and consumable i.e. soap, towels etc. • Knowledge of heating and alarm systems • Manual handling 	
PERSONAL SKILLS & ATTRIBUTES	<ul style="list-style-type: none"> • Able to communicate effectively with staff and suppliers/contractors • Able to demonstrate relevant experience in building general repair and maintenance • Able to demonstrate good practical skills in building general repair and maintenance • Ability to plan own workload and be flexible as required to suit the needs of the school. • Basic ICT Skills including use of Word, Email Systems and Excel • Ability for some heavy lifting, physical fitness appropriate to tasks required. • Ability to work alone for long periods of time with no supervision and use initiative to prioritise tasks 	<ul style="list-style-type: none"> • Full UK Driving Licence • Relevant practical skill qualification such as City & Guilds (e.g. joinery & carpentry, PAT) • First Aid • Completion of Asbestos Awareness Course • Knowledge of Legionnaires Disease and appropriate prevention methods.