



Heathcote School and Science College - *Encourage, Challenge, Succeed*

Job Title:	Site Manager
Responsible to:	School Business Director
Responsible for:	Site Services Officer and team of cleaners
Grade/pay range:	S01 (Point 23-25- subject to moderation)
Hours:	36 hours 52 weeks per annum
	6 – 9am Mon -Fri and 2.30 – 6.45pm Mon-Thurs and 2.45-6.45 pm on Friday)

Main Purpose of job

Within this role, you will be reporting to and working collaboratively with the Head Teacher and School Business Director to maintain and improve the school environment. You will be responsible for managing the maintenance, security and health and safety of the school site and its facilities - ensuring that it is a clean, safe, and attractive environment.

Principal Responsibilities

- To manage and ensure the security of the school premises and ensure it is a safe environment at all times.
- To ensure the premises are open for use as and when required and securing the premises at the end of each shift.
- To lead and manage the premises team to ensure the site is safe and cleaned to a high standard
- To be responsible for the annual appraisal of the team, setting individual targets and conducting mid-year and annual reviews to ensure targets are met.
- To negotiate the renewal of manage the arrangements of maintenance contracts and associated SLA's for the school buildings, grounds and facilities.
- Manage day to day maintenance of the building repairs e.g. redecorating and fixing broken fittings and ensure a rolling programme of repairs/redecoration

Main Duties

Security

- Responsibility as first key holder for the site and undertake associated call out duties.

- To notify the Police of any damage to the building, obtain a crime number and secure the building if necessary. Alert the school business director of any risk/breach of security.
- Responsibility for security of the building and their contents, including carrying out regular checks and opening and locking of gates, ensuring windows are locked and secure and that security systems are activated accordingly.
- To ensure intruder alarms and CCTV are kept in good working order, and are maintained regularly.
- To support and train School Leaders with access to CCTV footage.
- To carry out daily perimeter checks and outdoor spaces inspections for any hazards and maintain records of these for evidence.
- To prevent the trespassing and unauthorised access to the school site.

Health and Safety

- To carry out regular inspections of the site, maintain records to evidence this and report any issues to the school business director.
- To support with annual Health and Safety audits.
- To test and record fire alarm systems and emergency lighting on a weekly basis and maintain records of this.
- To ensure you are familiar with the school fire evacuation plan and support with managing termly fire drills.
- To undergo training in relation to fire warden responsibilities including checking of all fire equipment.
- To carry out day to day maintenance and repairs and maintenance where required.
- To oversee the contractual maintenance of the boiler and heating systems to ensure they are in good working order as well as carrying out daily checks
- To keep school grounds and premises litter free, ensure prompt removal of graffiti and safe disposal of any hazardous materials.
- To carry out snow clearing and gritting to ensure essential pathways are safe to use.
- To ensure all equipment and machinery is in safe working condition and properly stored when not in use and reporting any concerns about the condition of equipment to the school business director.
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records
- To create and maintain a COSHH assessment file. When purchasing materials ensure manufacturers or supplier submits a safety data sheet.
- To manage and control, monitoring, ordering and safe storage of cleaning materials and suppliers as necessary.
- To ensure Personal Protective Equipment (PPE) is used wherever there are risks to Health and Safety.
- To ensure that areas involved in 'sickness' are cleaned immediately and disinfected within a reasonable time scale and ensure that premises staff are aware to carry out deep cleaning.
- To maintain risk assessments and ensure they are kept up to date, making certain that all staff have signed to say they have seen, read and understood them.

Cleaning and Maintenance

Site Services Manager

- To plan a strategic rolling programme of works for renewal/redecoration with the School Business Director including deep cleaning.
- To prepare termly reports for governors on programmed works carried out as appropriate.
- To liaise with contractors and monitor performance of service/maintenance contracts and record performance against specified standards.
- To be responsible for routine inspections of the buildings and planned preventative maintenance programmes for, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions
- To organise and carry out minor decoration and improvement work e.g. erecting shelves, notice boards, bookshelves, fixing doors, painting and fixing hinges etc. as agreed with the head teacher
- To manage day to day maintenance of the building repairs e.g. redecorating and fixing broken fittings and ensure a rolling programme of repairs/redecoration.
- To manage the supply of products including light bulbs, florescent tubes, cleaning materials, toilet rolls, hand towels and PPE to enable the smooth running of the school.
- To lead and manage the premises team including the site services officer and a team of cleaners to ensure the building is safe and cleaned to a high standard at all times.
- To undertake ad hoc and emergency cleaning to meet operational requirements and in the event of staff absence.
- To take regular meter readings of electricity, gas and water and provide to the finance manager, reporting any exceptional variances.
- To manage and organise cleaning, maintenance and servicing including MOT of all school vehicles and carry out driving duties as required.
- To organise the cover for lettings of the school premises including opening and locking up and supervision to ensure that the premises are left clean and tidy.
- To manage transportation of food, catering supplies as needed between buildings.

Grounds Maintenance

- To ensure that external litter bins are emptied daily and that the site is kept clear of litter and animal excrement.
- To work collaboratively with the PFI site team for the main building.
- To ensure weeding of paths, paved areas and gutters etc takes place as required.
- To ensure all external hard areas including car park are free from hazards and that all drains and gullies are free flowing and clean.
- To prepare, and maintain and follow the maintenance programme for all outside areas and equipment, keeping records of when these are carried out.
- To oversee the work of the Grounds Maintenance Contractors including monitoring of service delivery against contract.

Prioritising and Planning

- Planning the work of the premises team for the week and producing regular reports on progress against targets.
- Carry out, and monitor the tasks raised on the site help desk and provide regular reports on open and closed jobs for the school business director.

- To assist the School Business Director in keeping the Asset Management Plan up to date.
- Attend SLT and Resources Committee meetings where required
- Undertaking other reasonable tasks as required by the Head teacher and school business Director.

Other Responsibilities

- To be aware of and comply with policies and procedures relating to child protection, health and safety, and security and confidentiality, reporting all concerns to an appropriate person.
- To participate in training as required
- To assist in the supervision, training and staff development.
- To attend and participate in regular meetings with the School Business Director.
- The above mentioned duties, are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by the Head teacher/School Business Director commensurate with the skills, abilities and grade of the post.

Other requirements:

- To have an up-to-date Enhanced DBS Disclosure.

School Vision and Ethos – Encourage, Challenge, Succeed

For Heathcote School staff in general:

- To play a full part in the life of the school community, to support its distinctive vision and ethos and to lead staff and students in doing the same
- To actively support the school's school improvement priorities
- To adhere to relevant staff policies and the staff professional code of conduct as developed collectively by staff
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
- Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
- To provide cover for any member of the administration team in accordance with school priorities
- To participate in appraisal reviews, in line with school policy.
- To manage both internal and external relationships, striving for excellence in stakeholder satisfaction and to adhere to a high challenge, low threat philosophy.
- To work effectively and successfully in your team within school. To participate in continuing professional development opportunities as identified through appraisal and ensuring ability to fulfil role effectively.
- A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.
- To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending the School is promoted and safeguarded and to

- report any child protection concerns to the designated Safeguarding Lead using safeguarding policies procedures and practice.
- To adhere to the Whistleblowing Policy

Name of post holder.....

Signature..... **Date**.....