**FOR GUIDANCE PURPOSES ONLY**

**Please refer to the school for further details**

**London Borough of Havering**

**Social Care & Learning Directorate**

**Benchmark Job Profile**

**Job Title:** Site Manager (The Mawney Foundation School)

**Grade**: Scale 5: Point 12 - 15

**Staff Managed (if any):** a part-time Assistant School keeper and a team of cleaners

# Job Purpose and Context

A Site Manager will normally be in sole charge of a school site and be responsible for making sure the premises are safe, secure and ready for use on a day-to-day by pupils, staff and other school users. The Site Manager may have an assistant and s/he may be required to live in specified premises for the better performance of the responsibilities of the post.

The main responsibilities of a Site Manager will usually include:

* Facilities management, which may include lettings and extended school use
* Cleaning, and a personal responsibility for cleaning at height
* First line and emergency maintenance and repairs
* Site safety and security
* Portering, which may include heavy lifting
* And monitoring the use of the school site by other people.

The amount of time spent on any of the responsibilities above can vary from site to site and depend on the time of year and whether or not the school is in use. (Schools are often in use when pupils are not on the premises). The Site Manager may supervise a group of cleaners or be responsible for the quality of cleaning provided by specialist providers.

# Roles and Responsibilities

1. The day-to-day management of all school facilities to make sure they are available for safe and secure use by all users over the course of the school day
2. The day-to-day supervision of the team of school cleaners and monitoring the performance of the cleaning service to make sure that the relevant work is carried out
3. To deal with spillages, including the removal of body fluids, using safe handling techniques
4. To clean at height, including vertical surfaces, walls, doors, and partitions, which may include cleaning glass and working off steps and/or stepladders, moveable towers and scaffolding
5. To ensure the removal of rubbish and waste. This may include:

|  |
| --- |
| * Removal of waste that requires safe handling procedures |
| * Waste separation to comply with re-use and re-cycling processes |
| * Removing waste classified as unsanitary, hazardous and/or dangerous. |

1. To use the relevant procedures of the school to record breakages, repairs and maintenance work carried out by the postholder and to record and monitor the quality of work carried out by directly employed staff, service providers and contractors
2. To carry out first line repairs and maintenance that is within the skills and experience of the postholder, (this may include plumbing, electrical work, glazing, carpentry, painting and decorating and general of work), and refer relevant work to specialists in accordance with the health and safety requirements of the school and the authority
3. To deal with repairs and maintenance that may arise as a result of accidents, emergencies and other unforeseen circumstances
4. To contribute to the school maintenance and repair plan and to support its implementation, which may include the postholder carrying out relevant works
5. To carry out minor day-to-day repairs and maintenance to the school site and organise and monitor other contractors and service providers
6. Where relevant, to monitor contract performance and the quality of the grounds maintenance service to the school
7. Portering. To move furniture, equipment, plant, supplies and stores – in accordance with current health and safety standards.
8. To receive goods delivered (of a wide variety of types) and ensure that these are moved and stored in accordance with the procedures of the school and to deal with deliveries outwards
9. To be responsible for relevant stores and consumables, which may include the management of the relevant budget
10. To be responsible for safety, security and appropriate energy conservation within the school, including acting as a key holder and organising access, including emergency access, to the school site
11. To monitor people on the school premises
12. Where relevant, the day-to-day supervision and work allocation of the assistant school keeper
13. To take appropriate action to identify, evaluate, minimise and manage any risks to health, safety and security in the immediate working environment
14. To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
15. To complete school based induction and any subsequent training required to improve performance.
16. To take part in the school performance management system.

**Notes:**

1. The authority expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that it not specified in the job description but which is within the remit of the duties and responsibilities.
2. This is a new job description for a new post. It will be subject to review with the postholder after one year and may then be reviewed from time to time

**London Borough of Havering**

**Social Care & Learning Directorate**

Site Manager (Primary and Special Schools)

Benchmark Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
| Skills and Abilities | **Essential** | **Desirable** | **Assessed By** |
| Ability to work independently and lead and supervise the work of the team | **√** |  | Application & interview |
| Ability to organise one’s own work, to prioritise tasks and keep to deadlines | **√** |  | Application & interview |
| Ability to communicate and interact effectively with adults and young people | **√** |  | Application & interview |
| Ability to be flexible and respond effectively to the ‘unexpected’ | **√** |  | Application & interview |
| Ability to apply basic ICT skills to the needs of the job | ***√*** |  | Interview |
| Displays commitment to the protection and safeguarding of children and young people | **√** |  | Application & interview |
| **Qualifications and experience** |  |  |  |
| GCSE at level A – C in English and mathematics or equivalent |  | **√** | Application |
| Certification of relevant health and safety training |  | **√** | Application |
| Between three and five years relevant experience as a school keeper/caretaker |  | **√** | Application & interview |
| Willingness to successfully complete the range of training relevant to the job | **√** |  | Interview |
| Willingness and motivation to develop own skills and work towards NVQ Level 3 of the Chartered Institute of Housing or equivalent |  | **√** | Interview |
| Relevant certification of practical skills and knowledge |  | **√** | Application |
| **Knowledge** |  |  |  |
| An understanding of the various cleaning methods and techniques | **√** |  | Application & interview |
| An understanding of health, safety and security issues and relevant legislation affecting schools | **√** |  | Interview |
| The know-how to assess and carry out minor repairs and maintenance | **√** |  | Application & interview |
| A thorough practically based understanding of premises maintenance issues | **√** |  | Application & interview |
| Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people | **√** |  | Application & interview |

|  |  |  |  |
| --- | --- | --- | --- |
| Skills and Abilities | **Essential** | **Desirable** | **Assessed By** |
| Willingness to successfully complete the range of training relevant to the job | **√** |  | Interview |
| Willingness and motivation to develop own skills and work towards NVQ Level 3 of the Chartered Institute of Housing or equivalent |  | **√** | Interview |
| The know-how to assess and carry out minor repairs and maintenance | **√** |  | Application & interview |
| Relevant certification of practical skills and knowledge |  | **√** | Application |
| Displays commitment to the protection and safeguarding of children and young people | **√** |  | Application & interview |
| **Qualifications and experience** |  |  |  |
| **Knowledge** |  |  |  |
| GCSE at level A – C in English and mathematics or equivalent |  | **√** | Application |
| Certification of relevant health and safety training |  | **√** | Application |
| Between three and five years relevant experience as a school keeper/caretaker |  | **√** | Application & interview |
| An understanding of the various cleaning methods and techniques | **√** |  | Application & interview |
| An understanding of health, safety and security issues and relevant legislation affecting schools | **√** |  | Interview |
| Ability to work independently and lead and supervise the work of the team | **√** |  | Application & interview |
| Ability to organise one’s own work, to prioritise tasks and keep to deadlines | **√** |  | Application & interview |
| Ability to communicate and interact effectively with adults and young people | **√** |  | Application & interview |
| Ability to be flexible and respond effectively to the ‘unexpected’ | **√** |  | Application & interview |
| Ability to apply basic ICT skills to the needs of the job | ***√*** |  | Interview |
| A thorough practically based understanding of premises maintenance issues | **√** |  | Application & interview |
| Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people | **√** |  | Application & interview |