



Job description: site manager

Highfields School and Day Nursery is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Job title: Site Manager

Salary: £18,600 to £21,450 depending on experience

Hours: 27.5 hours a week

Contract type: Permanent, part time, 52 weeks a year less statutory holidays

Reporting to: Operations Manager

Responsible for: Site Team

Main purpose

The Site Manager is responsible for:

- Maintaining clean, safe and secure school premises, which includes buildings and grounds
- Carrying out cleaning, handyman activities, routine maintenance and refurbishment, portering, and minor repairs
- Supporting the school cleaning time from time to time
- Promoting health and safety around the school
- All other aspects of site management, such as supervising external contractors, and site use and development planning

Duties and responsibilities

General duties

- Carry out portering duties, such as moving furniture and equipment around the school
- Maintain the general school premises, furniture and fittings, and report any issues to the Operations Manager or Headteacher
- Carry out small repairs and DIY projects in a timely manner
- Delegate tasks as appropriate to outside contractors, obtaining quotes when appropriate and ensuring health and safety regulations are strictly adhered to

- Advise on site development projects and make recommendations on site use
- Drive the school minibus on occasions to fixtures and holiday clubs and ensure the minibus is regularly serviced and maintained
- Input to reports to the Governing bodies with updates on health and safety and works completed

Cleaning

- Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste
- Carry out emergency cleaning duties, such as gritting and cleaning up spillages
- Arrange an annual deep clean of classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on school premises
- Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels, liaising with the purchasing time to reorder

Security

- Maintain the security of the school premises as the main key holder
- Lock and unlock the premises as required, including out of school hours when necessary
- Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures
- Carry out regular checks of alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
- Advise the Operations Manager on all matters relating to school security and safety
- Liaise with the external security company and ensure they are performing in line with their contract

Health and safety

- Ensure a safe working and learning environment in accordance with relevant legislation
- Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to the Operations Manager or Headteacher
- Provide safe access to the school in cold weather conditions
- Make sure all members of the team follow health and safety procedures
- Monitor the work of contractors, ensuring safe working practice and quality of work
- To ensure all chemicals on site are stored safely and COSHH sheets and risk assessments are in place and adequate training has been carried out
- Carry out the necessary daily, weekly, termly and annual checks in relation to fire prevention

Overall Responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people

- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professionals
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Support the cleaning staff to carry out their duties professionally and effectively
- Ensure contractors and external visitors comply with security and health and safety while on school premises

Person specification

	QUALITIES
Qualifications	<ul style="list-style-type: none"> • CACHE Level 2 Award in Support Work in Schools or equivalent or NVQ in maintenance related field • Emergency first aid trained • COSHH trained • Ideally attended an IOSH course for Site Managers
Experience	<ul style="list-style-type: none"> • Caretaking • Building maintenance • Security, including alarm systems • Cleaning work • Some DIY • Working in a team • Working with contractors
Skills and knowledge	<ul style="list-style-type: none"> • Good knowledge of health and safety regulations • Ability to work flexibly, independently and as part of a team • Basic DIY skills • Ability to plan, organise and prioritise
Personal qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils

	QUALITIES
	<ul style="list-style-type: none"> • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Embraces change well • Deals with difficult situations effectively • Able to work flexibly and out of school hours as required
Physical requirements	<ul style="list-style-type: none"> • Be reasonably fit to carry out the duties of the job • Able to carry out some manual handling and lifting • Able to carry out work at high levels using appropriate equipment