

Job Description **Site Manager**

Start Date:	ASAP June 2024
Responsible to:	Headteacher
Location:	Heathlands Primary Academy
Grade:	Grade 7 SCP 23 -26 £28,226 FTE
Disclosure Level:	Enhanced Disclosure & Barring Service Check

Overall Purpose

To ensure that the school's buildings, furnishings and site are safe, secure, and maintained to Health and Safety standards and those of the Partnership. To plan, organise, execute and inspect all relevant works relating to the general school site.

Safeguarding

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches, Enhanced DBS check and satisfactory references.

Main Responsibilities

Risk Management

1. With the Headteacher, have oversight of premises and health and safety risks that are unique to an individual school and are managed solely at school level.
2. Via the school reporting mechanisms, as appropriate, using the Trust register format.

Line Management

3. Ensure that contractors on site are familiar with Health and Safety requirements and related school procedures.
4. Monitor cleaning standards and line manage the cleaning team of three over day-to-day requirements, reporting any problems or issues where appropriate.

Premises

5. Act as first point of contact for all premises issues within the school and establish an effective system to enable school staff to report concerns and jobs.
6. Work with the school colleagues to ensure good maintenance of the site; obtain quotes, oversee contractors, and plan works around the school calendar.
7. Ensure security of the school site, liaising with any other occupiers as needed.
8. Manage and in some cases provide caretaking, building repair and maintenance, and cleaning services as required.
9. Support the Headteacher in the development of the school Capital plan, including Project management and site planning for future use.

10. Establish a rolling programme of internal decoration and carry out any agreed improvements while ensuring compliance with Health and Safety standards and working within budget parameters
11. Produce and be responsible for the school's planned preventative maintenance plan (PPM) and aim to achieve cost-effective and timely maintenance of the school premises, meeting agreed standards and budget parameters.
12. Work with the CLP central team as required to enable surveys and inspections of school premises to inform the CLP Asset Management Plan (AMP) and ensure that priority items are notified at the earliest opportunity.
13. Engage and monitor skilled contractors as and when appropriate. Support the production of tender documents, obtain appropriate quotes, seek and compare potential suppliers, ensuring best value for money is received.
14. Liaise with a designated officer as appropriate to carry out procedures for emergencies, including repairs.
15. Supervise contractors on-site, ensuring that work is completed in line with specifications and to the required standard. Take any appropriate action to resolve problems and liaise with the Headteacher as required.
16. Arrange and/or carry out the movement of furniture and equipment within the site. Assist with general portage duties, including the distribution of items delivered to the school site.
17. Report on premises matters to the Headteacher and Governing Body as required ensuring necessary alterations and repairs are planned with relevant colleagues.

Grounds

18. Lock & unlock school sites ensuring they are safe, to include gritting driveways/pathways as necessary.
19. Ensure the school grounds remain tidy and the equipment kept in good order. This may include cleaning external drains and gullies.
20. The post will occasionally require some outdoor work in adverse weather conditions, including ensuring safe access to school buildings when snow, heavy rain or ice problems occur.

Out of Hours

21. Act as a principal key holder and undertake the day-to-day operational responsibility for all security activity within the site. Be the first contact for the emergency services and out of hours calls alongside M&J Security.
22. Respond to any emergencies out-of-hours on evenings, weekends and school holidays such as floods, illegal entries and fires.

Administration/ Budget Responsibility

23. Order/purchase equipment and supplies within the budget agreed with school management, ensuring value for money is obtained and in liaison with Headteacher and/or central finance teams.
24. Ensure all allocated equipment and materials are stored safely in order to prevent accidents/misuse. Issue equipment and materials as required by the school.
25. Keep work areas tidy with all tools accessible and maintained to good working standard.

Health and Safety

26. Act as first point of contact within the school for all health and safety matters, working closely with our health and safety consultants in collaboration with Headteacher.
27. Arrange, attend and contribute to termly health and safety meetings with governors and any other representatives.
28. Prepare and complete Risk Assessments as required.
29. Ensure all health and safety activities are completed in accordance with the CLP Health & Safety Policy and H&S arrangements using the nominated H&S management system and nominated core compliance contractors.
30. Undertake statutory checks and routinely monitor the operation of the fire alarm, fire doors, lighting, heating, plumbing and security systems.
31. Detect and report any building defects, advising school management on any Health and Safety issues.
32. Monitor Health and Safety issues around the site and work in accordance with safe practice and Health and Safety legislation and ensure concerns and risk are escalated to the Headteacher as required.
33. The post holder has shared responsibility for ensuring the safety of the school site for all users and its adherence to Health and Safety procedures.

General

34. Actively participate in learning and development activities to keep up to date and learn new skills, including all training requirements for CLP.
35. Respect any and all confidential information.
36. Comply with all decisions, policies and standing orders of the schools and CLP; comply with any relevant statutory requirements, including Equal Opportunities legislation, Safeguarding regulations, the Health and Safety at Work Act and the General Data Protection Regulations.

Whilst every effort has been made to explain the main duties and responsibilities of the Site Manager role, each individual task will not be identified. It is expected that all colleagues will endeavour to deliver any tasks identified as reasonable by their Headteacher.

Person Specification **Site Manager**

Criteria	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> ▪ Good numeracy, literacy and ICT skills ▪ Good standard of spoken English 	<ul style="list-style-type: none"> ▪ Hold recognised, relevant and up-to-date premises or Health & Safety qualifications e.g. IOSH, NEBOSH, COSHH or be willing to train in such qualifications. ▪ Commitment to own CPD.
Experience:	<ul style="list-style-type: none"> ▪ Experience and sound knowledge of building repairs and maintenance, and associated trades. ▪ Experience of carrying out general cleaning. ▪ Competency at basic building repairs and maintenance. ▪ Experience of directing the work of staff or staff management; and managing external contractors. 	<ul style="list-style-type: none"> ▪ Knowledge of and responsibility for H&S legislation and policies and ensuring good working practice. ▪ Ability to understand and apply H&S regulations such as COSHH, Asbestos & Legionella. ▪ IT – Word, Excel, Outlook ▪ Current or recent experience of working in a similar role within a school environment or similar.
Professional skills & abilities	<ul style="list-style-type: none"> ▪ Ability to build and maintain positive relationships with colleagues at all levels and contractors. ▪ Ability to prioritise a varied workload. ▪ Ability to work with minimum supervision and make sound decisions. ▪ Ability to adapt to changing and conflicting demands. ▪ Strong team player and willingness to contribute to the overall success of the school. ▪ Excellent attention to detail and accuracy. ▪ Strong emphasis and commitment to high standards of customer service. ▪ Respectful of the importance of confidentiality and data security. ▪ Commitment to ensure that the site promotes the safety and wellbeing of pupils and colleagues in accordance with Health & Safety legislation. ▪ Satisfactory DBS clearance (confirmed as part of pre-employment checks). ▪ Ability to collaborate with those occupying the shared site. 	<ul style="list-style-type: none"> ▪ Ability to proactively problem solve. ▪ Knowledge of school’s fire and emergency procedures. ▪ Ability to work collaboratively with other site managers as part of a team.
Physical skills & abilities:	<ul style="list-style-type: none"> ▪ Able to perform the physical tasks required of the post such as lifting, carrying, pushing or working at height (ensuring appropriate risk assessments are carried out). 	

The post holder may be required to travel to other local sites, including other CLP schools