

## JOB DESCRIPTION SITE MANAGER

Post Title: Site Manager

The post holder is immediately responsible to Head of School/Principal

### **General duties and responsibilities:**

Under the direction of the Head of School/Principal to be responsible for the provision of flexible, efficient and effective running of the site and provision of site and cleaning staff. This includes all activities associated with: availability of appropriate site staff at all times (including call-outs), availability and security of premises and grounds; compliance of health & safety regulations and CRSAAT and statutory, high quality site cleanliness and maintenance. You will be based at Ipsley CE RSA Academy with the expectation that you will provide support to Church Hill Middle School, Abbeywood First School and Arrow Valley First School. You may also be required to support schools within the Central RSA Academies Trust as necessary

### **Professional duties and responsibilities:**

- Manage the site team (to include the cleaning team) and plan and monitor the workloads.
- Identify and carry out any necessary training for the site team.
- Plan all shift patterns and provide cover for absent site officers for Ipsley and other named schools
- To assist the Head of School/Principal in the development of the use of school facilities during the normal school day and after school, to include evenings, weekends and school holidays.
- Support the school maintenance programme and facilitate any additional learning programmes resulting from the School Improvement Plan.
- Under guidance from the Head of School/Principal, control and monitor the use of budgets for repairs and maintenance.
- Plan and prepare for forthcoming events and arrange security and site team cover as appropriate.
- Be responsible for the day to day management and compliance of any planned building work.
- Report to the Head of School/Principal on progress of planned maintenance and specific developments.
- Provide general supervision of site officers for Ipsley and other named schools, ensuring acceptable standards of work, prioritising duties and monitoring cover for all essential site duties.
- Ensure Risk Assessments are in place for all tasks.
- Ensure that officers and contractors engaged in work on the school site maintain a high standard of work, use equipment, materials and chemicals that meet with Health and Safety requirements and conditions of contract and are not harmful to the building fabric or staff, students etc.
- Ensure consistent interpretation of the contract conditions among team members.
- Agree site inspections with technical advisors for all contract work, monitor standards and ensure that contract deadlines are met.
- Liaise with the Head of School/Principal over any suggested changes in maintenance contracts.
- Ensure that all necessary steps and precautions are taken to prevent unauthorised parking.

- Responsible for signing job completion/customer satisfaction notes as required checking that contractors vacate the site on completion and sign in/out in line with School procedures.
- Ensure availability of supplies of all materials necessary to undertake the duties of the post.
- Monitor and store securely the equipment provided to you for the purpose of your work to ensure that it is kept in good order and retain records of same.
- Liaise with the safeguarding lead to ensure all contractors comply with the appropriate level of safeguarding required

### Security

- Responsible for the security of the buildings, contents, grounds and boundaries including routine and non-routine opening of the premises and setting of alarms.
- Make daily inspections of site, inside and outside, to make sure that all equipment is safe and to facilitate the removal of any dangerous materials or objects.
- To ensure that the school is unlocked before the start of the school day and secured at the end of the day.
- To operate the burglar alarms and to report any problems and deficiencies to the Head of School/Principal
- To act as key holder for all names schools and to attend all “call-outs” unless on annual leave.

### Lettings

- To undertake lettings in liaison with the Head of School/Principal
- Ensure appropriate cover to support lettings
- Flexibility to ensure the school site is opened & secured as required

### Safety

- Prepare updates for Health and Safety Expert Group and be responsible for arranging all necessary annual inspections and follow up maintenance work e.g. Fire equipment, ladders, legionella checks etc.
- Take responsibility for appropriate actions highlighted within inspections to ensure statutory compliance.
- Carry out procedures in the event of any emergency, ensuring that arrangements are in place for site officers to be able to respond to an emergency call out.
- Ensure that paths, steps, walkways, courtyard, car park etc. are kept free of snow and ice, using and ordering salt and grit as necessary.
- Ensure provision of fire drill notices, check fire escape routes, ensure daily, weekly, termly and annual checks of fire equipment are undertaken and recorded. Review Fire Risk assessment annually and update as necessary.
- Operate fire alarms and report any problems and deficiencies to the Head of School/Principal. Test the fire alarm on a weekly basis
- Ensure that any hazards are immediately cleared.
- Monitor and immediately report any potential or actual safety hazards to a member of the senior leadership team.

### Maintenance and Development of the School Site

- To operate the heating, lighting and plumbing systems as directed and report any problems and deficiencies to the Head of School/Principal
- To act as contact point and liaise with contractors when required by the Head of School/Principal
- To ensure that paved areas and playgrounds are cleared daily
- Undertake minor repairs as necessary.
- To undertake general maintenance of buildings and fixtures e.g. decorating, replacing ceiling tiles, replacing floor finishes etc.

- Arrange for the ordering of supplies/ equipment as necessary in liaison with the Head of School/Principal.
- Responsible for the safe and correct operation of heating plant, maintain temperatures and the availability of an adequate supply of hot water. Arrange for any deficiencies to be corrected by the appropriate authority as soon as possible.
- To be responsible for the use, maintenance and security of plant, machinery and equipment based at school. Arrange for routine checks to be made to identify faulty equipment including water boilers, cookers, refrigerators, etc. and arrange necessary repairs.
- Carry out grounds maintenance work not included within a contract to ensure that the site has a well-kept appearance.
- Undertake minor repairs and maintenance work including carpentry, plumbing, and general duties e.g. Minor plaster repairs, replacing loose tiles, re-laying uneven paving, changing light tubes etc.
- Undertake regular and routine clearance of drains and gullies to ensure these are kept free flowing.
- Responsible for reporting and arranging all repairs and maintenance needs, progress chasing and reporting on delays to the Head of School/Principal or appropriate officer on their absence to ensure that contractors on site do not pose a Health and Safety hazard or damage school property
- To record gas, electric and water meter readings and report any variances to Head of School/Principal

#### Grounds

- To oversee the work of the Grounds Maintenance Contractor and report any problems and deficiencies to the Head of School/Principal
- Ensure an attractive and welcoming site, clear of litter, weeds and fallen leaves.

#### Cleaning

- To Manage the cleaning staff and arrange cover where necessary
- Monitor cleaning and check that the standards of cleanliness are met.
- To undertake cleaning duties, which occur during the school day and which, cannot be left to the cleaning staff.
- Ensure that all public areas, are kept clean throughout the day, delegating responsibility where necessary.
- Ensure that windows, directional signs, name boards and cycle canopy are cleaned regularly.

#### Porterage

- To undertake porterage duties as required and to assist in the loading and unloading of deliveries. Ensuring correct distribution and storage of deliveries within the school.
- To manage the setting out and clearing away of furniture as required (e.g. for meeting, exams, school events and lettings.)

#### Supervision of Staff

- To arrange training to keep site team and cleaning staff up to date with the requirements of the post.
- To ensure the site team and cleaning staff comply with the requirements of the Health and Safety at Work regulations and receive appropriate training.
- To undertake a reasonable amount of cover for the absence of colleagues as required.

### **Other Duties**

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the post and/or as detailed in the Health and Safety Policy
- To support other schools within the Central RSA Academies Trust as required

### **Notes:**

- The Governing Body reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- The duties described in the Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Academies Equal Opportunities Policy.

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