



JOB DESCRIPTION

POST: Site Manager

PAY RANGE: Grade 4. SCP 7 - 11

ACCOUNTABLE TO: School Business Manager

Hours: To be agreed – see contract term time/part time

Job Summary:

To Manage the day-to-day site operations, cleaning and maintenance, and to take responsibility for health, safety and compliance paperwork so the school meet and local authority requirements.

Principal Accountabilities:

- Maintain site security; opening/closing, key-holder duties, alarm checks and contractor supervision.
- Carry out and co-ordinate routine maintenance, small repairs and portage tasks.
- Oversee building systems; heating, lighting, plumbing and liaison with contractors for repairs and planned works.
- Budget and Contract Management.
- Support site related events and letting arrangements.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

Job Content:

Security

- To be the main key holder and to be responsible for the maintenance of keys and the electronic alarm system and be the first responded to emergency call outs. This includes the routine and non-routine opening and closing of the school and the setting of alarms; ensuring that the school is locked and secure, with fire doors and all windows closed at the end of the school day and after any school functions, lettings or community use.
- To ensure that all alarm systems are functioning properly and that regular checks are made of the systems and recorded.
- To maintain and keep accurate records of all site allocated and master keys.
- To provide a first point of contact for all visitors to the site, outside of normal working hours and to be responsible for ensuring that all visiting contractors and deliverers act in accordance with the health and safety policy.
- To ensure proper security and adherence to the health and safety policy at all events held outside of the school day, including meetings, open evenings, lettings and special events.
- To alert the appropriate person of any risk to a breach of security and deal with any incident affecting security as directed.
- To patrol the site to check for hazards, damages and intruders when opening and closing and to record any actions.
- To ensure that emergency lighting is kept in good working order.
- Supervising Contractors as appropriate, regarding access to the site, monitor and log the progress of the work and ensuring that work is carried out to the required standard, as appropriate.

Repair, maintenance and grounds maintenance

- To be responsible for a regular schedule of inspections throughout the buildings, and action plans for modifications and improvements. Alerting the School Business Manager of any work that needs to be undertaken or any issues where health and safety is at risk. This includes lighting, ventilation, time keeping, fire-fighting equipment and heating systems.
- Make repairs if they are within the job's remit and skills base and manage contractors to complete their work and to ensure that the work has been completed in a proper and timely manner and comply with all health and safety rules.
- To prioritise and undertake the programme of minor works at the school, taking into account urgent need and health and safety issues e.g. locks, windows, gutters and paintwork.
- Ensure the regular checking by outside contractors of those systems that require such checks: electrical testing, alarms, heating systems, fire services, security alarms, gymnastics equipment and photo-copying equipment.
- Record all repairs and keep a maintenance log of routine and non-routine tasks
- Operation of the heating and lighting systems; monitoring usage and promoting energy conservation in the school.
- Manage the waste collection bins, skip hire, weekly litter picks to ensure the site remains litter free.
- Undertake the management of the grounds including pruning, weeding, hedge cutting, path clearing and minor grass cutting.
- In consultation with the appropriate person negotiate prices for work to be carried out in school to ensure best value for the school.

Purchasing / Contract Management

- Management of Cleaning Contract, undertaking checks on standard of cleaning to ensure work meets expectations.
- Provide purchase orders for all materials and equipment required for maintenance, cleaning and sanitary provision.
- To maintain efficient stock records.
- Ensure the proper and safe storage of all the equipment and materials that are within the above categories.
- Ensure the proper maintenance of all machinery related to the above categories.
- Maintain records (e.g. COSHH), auditing all stock related to these categories and any maintenance/repair of equipment.
- Stock managing of the cleaning and maintenance needs within the allocated budgets.

Portage

- Undertake any necessary portaging duties in line with correct handling policies.
- Manage and assist with all deliveries to the school, ensuring the proper storage and distribution of all goods, after the admin staff have checked them.
- Decant waste bins into skips weekly.

Health and safety

- To manage the safety of the car park at the beginning and end of the day. To put out road safety signs each morning.
- To regularly inspect and record health and safety walks with a Senior Member of Staff.
- To undertake a site check weekly and keep records of findings.
- Run off the water tanks weekly.
- Ensure the proper use and storage of all tools and equipment being used to fulfil the job description.
- Carrying out procedures in the event of a critical incident, e.g. a fire, flood, breaking and entering accident or major damage.
- Taking appropriate remedial action or report working practices or unsafe conditions that may contravene the requirements of the Health and Safety at Work Act 1974 and the Fire Precautions regulations.
- To ensure duties are undertaken in accordance with the Schools Health and Safety policy including risk assessment and safety systems and to wear protective clothing as required and in line with Health and Safety protocols.
- To carry out equipment testing as appropriate and report any faults to the appropriate person.
- Carry out fire drills in consultation with the appropriate person and record findings.

Other responsibilities

- Assist with setting up rooms / areas, for meetings or events.
- Assist at Friends of Fourfields events (Summer Fete / Christmas Fayre)
- To undertake 'emergency cleaning duties' which may occur during the school day, and cleaning at height, window cleans and use cleaning machinery.
- Clear drains, gullies, guttering and downpipes; paths when snow has fallen and grit pathways.
- Raising the Union Jack flag when necessary.
- Reserve parking spaces when requested by colleagues.
- Unlock / Lock Queens Park Car Park.
- Maintain all logs and appropriate records and actions in accordance with procedures.
- To be able to communicate effectively both orally and in writing.
- To work as part of a team and form good relationships with other colleagues
- To maintain confidentiality over matters relating to the school, pupils, staff or parents.
- To respond in a courteous manner to enquiries from the school community and external visitors as appropriate.
- To undertake broadly similar duties commensurate with the level of the post as required.
- Actively participate in any appropriate training when required. Update knowledge, skills and understanding relating to issues surrounding safeguarding and child protection.
- Ensure that information relating to a child's safety is shared effectively and sensitively with colleagues and other services and in keeping with the school's policy for confidentiality.
- To work with the School Business Manager to discuss any issue arising.
- Any other reasonable task as directed by the School Business Manager / Headteacher and in line with role and responsibilities, and to carry out all duties in line with the Local Authority and school's policies.

It should be noted that where the job holder works beyond his contracted hours (with permission from the School Business Manager) or attends to an emergency situation outside his/her working hours, additional hours will be paid by the school and where the attendance in school is between 10pm and 6am Monday to Saturday or any time on a Sunday, the rate will be enhanced unless otherwise agreed. Holidays in excess of three days should be taken, wherever possible, during the school holidays.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS is a requirement for all staff alongside two satisfactory references.

Person Specification – Site Manager

Post Requirements	Essential criteria	Desirable criteria	How it is identified
Qualifications and work related knowledge, skills and experience relevant to the post	A recognised trade qualification & recent experience Hold a current driving licence A clear DBS Check Physical ability to carry out duties Experience in building maintenance work and managing small projects. Obtaining quotes/ordering supplies/collection of items/disposal of items and following procedures. Ability to complete and maintain records, reports and log books. Own transport Ability to monitor works and contractors Knowledge of good practices in all building services	A recognised trade qualification NVQ Level 2 or above. Experience of supervising contractors/directing others/ Monitoring others work Ability to use ICT/willingness to learn/use new technologies. Ability and desire to learn new skills Knowledge of control of asbestos, COSHH regulations, fire regulations and Legionella management. Health & safety qualifications Completing risk assessments	Application Form References Interview
Personal and professional abilities and Qualities	Reliable & trustworthy Personal pride in a job well done A good communicator with a friendly personality and good interpersonal skills. A good sense of humour Ability to learn new skills Ability to follow instructions, organise and prioritise own workload. To be able to communicate effectively with a wide range of stakeholders and undertake difficult conversations. Physical ability to carry out manual handling tasks i.e. lifting, climbing and moving items.	Evidence of continued professional development.	Application Form References Interview
Special job requirements	Ability to respond quickly to out of hours call outs Understanding of the importance of safeguarding and personal commitment to safeguarding children. Being prepared to work overtime or offer flexibility with hours for lettings and school events Willingness to attend appropriate training and timely meetings with the School Business Manager and the school's Property Adviser.		Interview.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS and two satisfactory references is a requirement for all staff.

RISK ASSESSMENT FOR:	Site Management Duties Building and fittings maintenance, Minor repairs or installation, Arranging contractors, Cleaning duties, Clearing waste/ graffiti, Management of premises, Security, Controlling access to rooms	
Establishment: Fourfields	Assessment by: SBM	Date: Sep 14
1st Review Date Due :	Manager Approval:	Date:

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures Y/N/NA	
				In Place	Adequate
General lifting and carrying /	Site Manager Colleagues Pupils Visitors	Cuts / abrasions, muscular skeletal and other physical injuries	- Specific manual handling assessment carried out for all one off tasks presenting significant risk / for individuals with medical conditions etc. - Manual handling minimised as far as possible, broken down into smaller loads / assistance sought. - Made aware of correct lifting techniques to reduce risk of injury. - Appropriate footwear worn - Mechanical lifting aids available (trolleys etc.) - Good housekeeping and workp Heavy items stored at waist level. - Floor surfaces unobstructed and slip free		Y
Cleaning using equipment	Site Manager Colleagues Children Visitors	Cuts / abrasions, muscular skeletal and other physical injuries	- Manual Handling Assessment carried out for use of floor buffer etc. - Cleaning materials used in line with COSHH assessments Training given in correct procedure for use of such equipment		Y

Use of hand / power tools (drills, wood cutting equipment, hedge cutters, strimmers, etc.)	Site Manager Colleagues Children Visitors	Electric shocks/burns Cuts / abrasions Impact injury Entanglement with rotating parts Inhalation of dust / fume Irritation to eyes, nose and upper respiratory tract Skin sensitisation / disorders	Where there is a significant risk then ensure that a specific work equipment risk assessment is carried out. • Machinery maintained in good condition • Any formal servicing / inspection requirements identified, pre-use check conducted by user. • Any specific training / instruction requirements identified and provided. • Equipment is appropriate (being used for its intended purpose), restricted to authorised users and securely stored. • Tools / blades kept sharp and in good condition • Work and cutter guards in place. • Suitable personal protective equipment (PPE) available to users as required (e.g. eye, hearing protection, boots and overalls) • All items of PPE stored carefully, kept clean (not open to potential contaminant) and readily available. • For machine operations producing large quantity of dust / fume appropriate RPE (respiratory protective equipment) may be required. • Long hair must be tied back; jewellery should be removed or covered and loose clothing covered by a secure apron or overall.		
Noise / vibration from equipment e.g. sanding machines, leaf blowers	Site Manager	Hearing damage, circulatory problems, miscommunication, stress	• Noise/ vibration level from machinery known and displayed • Limit exposure times to employees • Personal protective equipment issued e.g. ear defenders • Limited/ minimal use of vibrating equipment		Y
Use of electrical equipment	Site Manager Colleagues Children Visitors	Electrical shock Burns Fire Power leads present a tripping hazard (Cuts / abrasions, muscular skeletal and other physical injuries)	• Pre-use check conducted by users • Electrical equipment subject to regular safety inspection and test ('PAT testing') • Sufficient outlets to support the range of equipment normally used. Use extension leads and adaptors only where necessary. • Mains powered portable equipment to be protected by RCD in higher risk situations, e.g., equipment used outside or in wet conditions, and for equipment where there is a risk of cables being severed.		Y
			• System for reporting faults and taking equipment out of service in place		

Using chemicals e.g. paints, solvents, greases, oils, cleaning materials, pesticides	Site Manager Colleagues Children Visitors	Irritation / harm to eyes, nose and upper respiratory tract Skin sensitisation / disorders Poisoning Burns	- Less hazardous chemicals used wherever possible. - Material Safety Data Sheet for substances obtained from supplier and guidance followed. - All containers clearly labelled - Chemicals stored appropriately, access restricted. - No mixing of chemicals. - Activities undertaken outside of school hours where possible. - Immediate cleaning up of any spillage - COSHH Assessment completed for all hazardous chemicals and control measures implemented. - Appropriate Personal Protective Equipment (eg. gloves, goggles etc.) provided and worn where identified in COSHH assessment.		Y
Repair / maintenance Damage to asbestos containing material releasing fibres into the atmosphere	Site Manager Colleagues Children Visitors	Asbestosis, mesothelioma, pleural thickening lung cancer	- Check site asbestos log information for location of asbestos containing material prior to undertaking any work on the fabric of the building - Permission to work to be completed for any work on fabric of the building. - All site staff to be aware of location of ACM's remaining on site. - Where there is any doubt about whether a substance or structure may contain asbestos, then no work can be undertaken. The Asbestos helpline must be contacted for verification. (0845 6030369) - Refer to O&H Manuals - Consider ventilation		Y
Exposure to sharps e.g. glass, whilst cleaning public areas		Puncture injuries, cuts, infection	- Pre- cleaning general inspection to identify areas of risk e.g. broken glass, syringes - Suitable equipment available - Safe disposal procedures - Personal protective equipment e.g. gloves when retrieving items or collecting rubbish		Y
Work at height	Site Manager Colleagues Children Visitors	Fracture, bruises, cuts from objects falling, concussion, vertigo or dizziness resulting in falls	See specific RA for Working at Heights - All access equipment suitable for purpose, checked before use and maintained in good condition. - Frequent documented checks to ensure equipment in good condition (termly) - User trained in use of ladders for minor inspection / maintenance tasks. - Floor surfaces suitable (firm and even surface) - No lone working		Y

Lone working – locking / unlocking building	Site Manager Colleagues Children Visitors	Accident / injury, Physical assault, delayed assistance in emergency Cuts / abrasions, muscular skeletal and other physical injuries	• Ensure there is adequate lighting. If possible follow different procedure daily. • Building locked down as soon as possible at end of school day. • On site security system, controlled access to building e.g. through coded doors etc. • Use of visitor badges / signing in book • Challenging unknown visitors where safe to do so. • Key holders should be strictly controlled and numbers kept to a minimum. • Mobile phone carried		
Lone working - working in school alone in isolated locations	Site Manager Colleagues Children Visitors	Accident / injury, delayed assistance in emergency Cuts / abrasions, muscular skeletal and other physical injuries	• Only agreed risk tasks to be undertaken, Avoid high risk activities (e.g. working at height); • Mobile phone carried • Notify staff on site of location / estimated duration of task if working on site remote from others. • Reduce time spent working alone so far as is reasonably practicable. • Notify manager of start time and when finished.		Y
Responding to intruder alarm holiday periods / out of hours	Site Manager/ School Business Manager / Head Teacher	Accident / injury, Physical assault, delayed assistance in emergency Cuts / abrasions, muscular skeletal and other physical injuries	• Carry mobile phone to call for help. • Before entering the grounds, notify someone of the situation, and the intention to investigate. • Make regular calls to those notified above to update them as to the situation. • If a break-in has occurred, do not attempt to enter the premises until the police arrive. • If confronted by intruder(s) before the police arrive, do not attempt to tackle or restrain them. • Restraining of intruders should be left to the police who are trained in dealing with such situations.		Y

Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating
Consider use of walkie talkie to remain in contact/ 'call in' at regular intervals				Low
DATE OF REVIEW: 01/09/2014	COMMENTS: <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>			
DATE OF REVIEW:	COMMENTS:			
DATE OF REVIEW:	COMMENTS:			

RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.