



**JOB DESCRIPTION**

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| **JOB TITLE**  | Site Manager |
| **ACADEMY**: Working centrally across our Oldham Hub, but initially deployed at Alt Academy |
| **GRADE** | Grade 4 (SCP 20 – 25) |

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| **JOB PURPOSE**To be responsible for the maintenance, security and facilities management on the school premises and site to ensure a safe environment for staff, pupils and visitors to the school. |

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| **KEY TASKS – Security & Access** |
| 1. | Oversee the security of the school site, including the locking/unlocking school buildings and areas, operation of the fire and burglar alarm systems and main key-holder responsibilities. |
| 2. | Undertake regular security checks, safety audits and risk assessments and identify security risks, and either act on them or report them, making recommendations for action to the Principal as appropriate.  |
| 3. | Monitor fire safety equipment and assist with carrying out fire drills, recommending improvements to safety where necessary. |
| 4. | Liaise with police, Oldham Council security and surveillance contractors. |
| 5. | Ensure contractors/workers sign in and out of the Visitors book, and that their vehicles are not causing an obstruction. |
| 6. | Provide emergency access to the school site when required. |
| 7. | Arrange premises for use by external community groups and undertake associated clerical duties, e.g. School lettings. |
| **KEY TASKS – Maintenance**  |
| 8. | Organise and carry out various maintenance duties and repairs to ensure the general up keep and maintenance of the premises as per specific schedule for the school. |
| 9. | Organise and carry out minor improvement and decoration work e.g. erecting shelves and notice boards, or painting walls and fences etc, as agreed with the Principal. |
| 10. | To be responsible for the implementation of a planned maintenance programme. |
| 11. | Oversee and monitor the electrical testing of portable electrical appliances and maintain appropriate records. |
| 12. | Undertake regular site inspections and identify and record any repair and maintenance requirements. |
| 13. | Operation of heating plant, cooling and lighting systems, ensuring the premises are at the correct temperature a designated times, and the water is at an appropriate temperature.. |
| 14. | Empty litterbins, collect and assemble waste for collection, and support the school’s recycling activities. |
| 15. | Undertake day to day cleaning duties as required, including graffiti removal and litter picking, and undertake emergency cleaning duties e.g. spillages (this could include bodily fluids). |
| 16. | Undertake activities to maintain a safe, clean and orderly learning and working environment e.g. gritting, clearing paths of snow of leaves and keeping drains clear. |
| 17. | Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises. |
| 18. | Ensure regular health and safety checks are completed e.g. fire alarms, watersprinklers, Legionella testing, etc. |
| **KEY TASKS - Resources** |
| 19. | To advise the Principal on matters relating to energy control and conservation. |
| 20. | Maintain records, information and data, producing analysis and reports as required. |
| 21. | Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required. |
| 22. | Account for and monitor appropriate budgets for the site. |
| 23. | Ensure timely and accurate, preparation and use of specialist equipment, resources and materials.  |
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| 24. | Ensure lights and other equipment are switched off as appropriate. |
| 25. | Porterage duties including ensuring satisfactory receipt distribution, collection and dispatch of goods to and from the school, and organising and participating in the movement of furniture, crates and containers, e.g. preparing halls for exams, assemblies or events. |
| **KEY TASKS – Supervision** |
| 26. | Contribute to planning, development, and organisation of systems/procedures and policies. |
| 27. | Monitor performance of contracts and record performance against specified standards. |
| 28 | Liaise with school meals service contractors in relation to their use of the site and provision of their service where appropriate. |
| 29. | Manage and develop cleaning staff and other site employees. |
| 30. | Establish constructive relationships and communication with contractors and other agencies and professionals. |

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| **STANDARD DUTIES** |
| 1. | To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all. |
| 2. | To uphold and promote the values and the ethos of the school. |
| 3. | To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection. |
| 4. | To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises. |
| 5. | To participate and engage with workplace learning and development opportunities, subject to the school’s training plan, working to continually improve own performance and that of the team/school. |
| 6. | To attend and participate in relevant meetings as appropriate. |
| 7. | To undertake any other additional duties commensurate with the grade of the post.  |

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| **CONTACTS**Pupils, staff, contactors, and visitors to the school |

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| **RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT** |
| **Responsible to:** | Principal / Business Manager |
| **Responsible for:** | Premises staff, Cleaners |

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| **SPECIAL CONDITIONS** Enhanced DBS Disclosure Required |

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|  | DATE | NAME | POST TITLE |
| PREPARED |  |  |  |
| REVIEWED |  |  |  |
| REVIEWED |  |  |  |

**PERSON SPECIFICATION**

**Job Title:** Site Manager Gr 4

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|  | **Selection Criteria****Essential** | **Selection Criteria****Desirable** | **How Assessed** |
| **Education & Qualifications** | NVQ 2 in related subject such as Cleaning & Support Services, or equivalent level of experience Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit FrameworkWillingness to gain First Aid CertificateWillingness to undertake IOSH training and qualification | NVQ 3 in related subject such as Cleaning & Support Services, or equivalent level of experience Driving licence free from significant endorsementFirst Aid CertificateIOSH qualification | AF / IAF / IAF / IAF / IAF / I |
| **Experience** | Experience of care-taking or being a site-keeper in a school or similar environment Handy person or DIY experience to undertake general building maintenance and minor repairs, including the use of associated hand and power toolsExperience of completing paperwork, maintaining records and producing straightforward reportsExperience of supervising staff, giving instructions, and ensuring tasks have been completed to deadlines and required standardsExperience of monitoring external contractors/ specificationsExperience of communicating and exchanging information with a range of audiences, including giving advice and guidance to others on a range of health & safety issues | Experience of managing a small budget | AF / IAF / IAF / IAF / IAF / IAF / I |
| **Skills & Abilities** | Problem solving skills and can use judgement to interpret information and make recommendations/ decisions for actionOrganisational skills to prioritise own work and that of team members, to work to deadlines and to work on own initiativeICT skills to enter data into a computer and keep straightforward records, and send emails etcAbility to respond calmly to emergenciesAbility to manage small building projects and associated small building/maintenance project budgetsAble to undertake some tasks which need some physical effort and fitness appropriate to the duty, including being able to work at heights (after training) |  | AF / IAF / IAF / IAF / I AF / IAF / I |
| **Knowledge** | Knowledge of a range of health & safety procedures, e.g. COSHH, including moving, lifting and handling regulations Knowledge of a range of cleaning procedures required to meet specified standardsUnderstand and recognise the importance of ensuring a secure and safe environment for children and young people Understanding the importance of safeguarding and confidentiality to protect pupilsKnowledge of the planning and implementation of service level agreements |  | AF / IAF / IAF / IAF / IAF / I |
| **Work circumstances** | To be able to be the main key holder on occasions and attend to “call outs” outside normal working hours |  | I |

*Abbreviations:* AF = Application Form; I = Interview.

**NB. - Any candidate with a disability who meets the**

**essential criteria will be guaranteed an interview**