

Job Description – Site Manager

QUEST is a value-led organisation comprising of Christian, and community Primary Schools, and a Secondary School with UTC provision. All staff are expected to support the Trust's ethos and our 'Spirit of Purpose'.

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| JOB DESCRIPTION: | Site Manager |
| RESPONSIBLE TO: | COFO, Principals, Trust Finance & HR Officer, Estates Manager |
| RESPONSIBLE FOR | A team of cleaners |
| JOB PURPOSE: | <p>To be responsible for the day to day maintenance, cleaning and security of the schools' premises and sites, during and out of school hours, thereby ensuring a safe working environment.</p> <p>As an employee within QUEST, staff may be required to work at any school within the Trust.</p> |
| LIAISING WITH: | COFO, Principals, Trust Finance & HR Officer, Estates Manager, teaching and support staff, external contractors, police/fire officers |
| SALARY SCALE: | QUEST Grade D 9-14 |
| DBS DISCLOSURE LEVEL | Enhanced |

Professional Responsibilities

School Ethos

Work with colleagues in creating, inspiring and promoting excellence at all levels.

Uphold the culture and ethos of the Trust, ensuring school environments for teaching and learning that empower both staff and children to achieve their highest potential and be their best selves.

Attend and participate in events intrinsic to the daily life of the schools and Trust, celebrating success at every opportunity.

Actively support the Trust's policies relating to equality and diversity, inclusion and safeguarding, health and well-being, confidentiality and social networking.

Key Responsibilities

To lead the team of cleaners to ensure an excellent standard of cleanliness across the schools at all times

To undertake and oversee cleaning of classrooms and allocated areas as required.

To maintain the security of the school premises by securing (locking/unlocking) entrances and exits and reporting potential security breaches.

To monitor and operate fire safety equipment and carry out fire drills as requested.

To provide access to the school for community events outside of normal school hours. This may include weekends and on a rota basis.

To operate and respond to alarm systems where appropriate.

To undertake a daily risk assessment of the premises and grounds.

To anticipate future maintenance work and schedule repairs with the Trust Estates Manager.

To be one of the main key holders on occasions and attend to call outs (outside of school hours) liaising with relevant emergency services if necessary

To maintain the asset register using the Parago software system.

To order relevant consumables and equipment as required and to oversee their receipt, distribution, collection and despatch

To assist with the planning and organisation of systems and procedures to record maintenance, building and security schedules.

To carry out repairs and maintenance (not requiring a contractor)

To plan and carry out regular routine health and safety checks, e.g fire alarms, water sprinklers, legionnaire testing.

To operate and undertake routine maintenance of the heating plant, cooling and lighting systems reporting faults to the appropriate person.

To undertake routine maintenance on faulty equipment, reporting more serious faults to the appropriate person.

To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.

To manage the letting function within the school including cover for out of school hours activities.

To undertake grounds maintenance duties within the site and contribute to the development of a gardening maintenance programme.

To undertake a visual inspection of portable electrical equipment on a 6 monthly basis.

Along with senior management, undertake an annual grounds/site inspection, fire risk assessment and workplace assessment for reporting to Directors.

To provide a porterage service around the school, and assist with receipt, distribution, collection and despatch of goods

To uphold excellent standards of customer service at all times working as part of the customer care team including answering queries, giving directions and participation in school events outside of working hours.

To follow agreed schedule of priority tasks to agreed deadlines and respond in a timely and flexible manner to incidental occurrences in school.

To sign and uphold the Trust's Code of Conduct and ensure confidentiality is maintained at all times.

With support from the Trust Estates Manager quality assure the work of the Premises staff to ensure an excellent standard of cleanliness and repair and maintenance across the schools at all times

Embrace and actively take part in the 'Spirit of Purpose', fulfilling obligations to maintain and continue professional development in line with the Trust expectations.

To commit to the specified number of hours of professional development each year and have drive and passion to evolve and improve as a committed staff member.

Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.

To participate in the staff performance management process in accordance with the Trust's policy and be responsible for self-motivation towards agreed targets.

Contribute to the overall ethos/work/aims of the Trust and its schools including participation in school events outside of working hours.

To contribute to the development of relevant policies and procedures.

To be a positive role model at all times.

Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.

To undertake Health and Safety Training, Paediatric First Aid and Safeguarding Training as per the Trust training cycle.

The job description encompasses the above statements and is not necessarily a comprehensive definition. The post holder should be willing to undertake any other tasks that Senior Staff might reasonably require

QUEST is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service is required prior to appointment.

Name _____

Signed _____

Date _____

Person Specification – Site Manager

ESSENTIAL SKILLS/QUALIFICATIONS

NVQ Level 2 in relevant discipline (Caretaking, Cleaning,) or equivalent qualification

Health & Safety Certificate or willingness to work towards it

Willingness to undertake further relevant training as required

Applicants should be able to demonstrate experience, knowledge and understanding of the following areas relevant to the post:

Experience of cleaning building interiors

Experience of maintaining buildings to a required standard

Experience of locking / unlocking buildings and setting of alarms

Handy person or DIY experience

Experience of liaising with external contractors

Previous experience of caretaking/grounds maintenance in a school or similar environment

Knowledge of COSHH and Health & Safety relating to cleaning substances

Knowledge of health and safety at work regulations for example moving and handling

Full working knowledge of relevant policies, procedures, codes of practice and legislation

Applicants should be able to provide evidence that they have the following necessary skills and abilities:

Ability to use/operate a range of equipment relevant to the post

Ability to complete paperwork within agreed timescales

Ability to organise planned maintenance with outside contractors and/or business people

Ability to organise self and lead others in team

Ability to recognise the importance of ensuring a secure and safe environment

Ability to take direction to complete a range of maintenance tasks

Ability to respond to routine maintenance problems

To show commitment to sustain excellent attendance at work

Commitment to and participation in the wider life of the schools and Trust

Ability to cope with the physical demands of manual work

Good timekeeping

Willingness to be flexible and adaptable as determined by the needs of the schools and the Trust

Legally entitled to work in the UK

DESIRABLE SKILLS/QUALIFICATIONS

Experience of supervising other staff

ILM or equivalent supervisory experience/qualification

Ability to present reports to Business Development Department and/or Directors

Learning, Innovation, Opportunity