

**SITE MANAGER**

**JOB DESCRIPTION**

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| **Post Title**: Site Manager C | | | |
| **Department**: Resource and Regulation | | **Post No**: | |
| **Division/Section**: Operational Services | | **Post Grade**: 8 | |
| **Location**: Schools – various | | **Post Hours**: 37 | |
| **Special Conditions of Service**: | | | |
| **Purpose and Objectives of Post**:  The Site Manager will have major responsibility for the care and maintenance of the premises, undertaking such tasks as senior management may reasonably require. It will involve both personally carrying out necessary work and also supervising and directing the team, so that the school’s procedures and systems are fulfilled in a satisfactory manner. Attending training courses and accepting an appropriate share of overtime i.e. lettings. | | | |
| **Accountable to**: Head of Service | | | |
| **Immediately Responsible to**: The Site Manager is accountable to the Head Teacher, reporting in the first instance to the School Business Manager or other leader as directed by the Head Teacher. | | | |
| **Immediately Responsible for**: Cleaners and other site staff | | | |
| **Relationships: (Internal and External)**   * Council staff. * Head Teachers and other staff in educational establishments and services. * Cleaning staff. * Outside agencies/other Local Councils. * Contractors and Suppliers. | | | |
| **Control of Resources**:  Purchasing of equipment | | | |
| Duties and responsibilities will include:  **1 Managerial**   * To line manage cleaners and other site staff. * In liaison with the Head Teacher/School Business Manager organise work rotas and arrange cover for periods of staff absence. * When required, report to Senior Leadership Team on matters relating to the building and school site, providing advice and guidance as necessary. * Bring to the attention of the Head Teacher/School Business Manager any site issues requiring attention.   **2 Site and Premises Security**   * Checking and operating security, alarm and surveillance systems, resetting alarms, reporting faults and operating security procedures. * Monitoring firefighting and alarm equipment and undertaking procedures relating to this responsibility. * Responding, as an approved key holder, to emergencies outside school hours. * Changing locks and getting keys cut. * Monitoring school property.   **3 Cleaning**   * To plan and organise the deep clean of the premises during school closures. * The cleaning of the premises and site (excepting certain areas used solely for school meals time) including litter and graffiti removal. * Ordering appropriate materials and equipment within the school’s budget. * Completing a yearly stocktaking of materials and equipment. * Stand in for cleaners absence * Prepare daily worksheets * Train new cleaners in cleaning methods and correct use of equipment   **4 Heating and Lighting**   * Operating and monitoring the school’s heating system. * Maintaining the lighting facilities in the premises and site, replacing light bulbs, cleaning shades and similar items as appropriate.   **5 Maintenance**   * Regularly monitoring and reporting on the state of repair of the site. * Dealing with outside contractors and monitoring their work on site for progress and health and safety compliance. * Signing clearance documents, when appropriate. * Monitoring and reporting on the grounds maintenance contract. * Ensuring that security procedures for contractor’s etc. coming on site are followed. * Carrying out repairs and maintenance work consistent with a trade background i.e. basic plumbing, joinery and painting as required of a handyperson. * Sprinkling rock salt on hard surfaces to maintain safe passage during adverse weather conditions.   **6 Finance / Procurement**   * Purchasing of low value/routine maintenance and cleaning equipment and supplies which are additional to those supplied by the local authority. * Contacting contractors and obtaining estimates for repair and maintenance work, as required. * Record and monitor expenditure in accordance with financial regulations. * Report and advise the Head Teacher/Business Manager regarding expenditure incurred.   **7 Porterage**   * Undertaking general porterage such as moving goods being delivered and items being removed from the premises. * Moving items within the premises as appropriate and as requested by senior managers.   **8 Lettings**   * Monitoring lessees and other external users of the site to ensure safe and appropriate use. * Monitoring the site to ensure that the premises are secure. * Accepting an appropriate share of ‘overtime’ lettings. * Carrying out general maintenance tasks whilst letting in progress.   **9 Health and Safety**   * Following health and safety procedures as established by the school and required by legislation e.g. COSHH. * Reporting on problems relating to the safe use of the site and premises and taking emergency action when appropriate.   **10 Administration**   * Ensuring that all paperwork associated with the work of the Site Manager is accurately completed. * Investigate complaints, report and complete appropriate paperwork relating to accidents when required * Attend interviews for the recruitment of cleaning staff * Draw up repairs and maintenance programmes   Working Week  The working week for routine tasks exclusive of emergencies is normally one of 37 hours on a split shift or an alternating shift dependant on school/establishment requirements. However, it may be necessary to rearrange these hours in individual cases in order to meet the needs of the particular establishment concerned and this can be done only with the prior approval of the Head of Establishment after consultation with the Area Supervisor.  Any approved duty for which an additional payment is made must be done outside the 37 hours schedule.  Payment at the approved overtime rate including where appropriate supplement for working during 'unsocial hours' will be made for work required in connection with any use of the premises for educational purposes or for the letting of the premises which commences after normal finishing time on weekdays and between normal finishing time on Friday and midnight on Sunday.  With the exception of emergencies, including the prevention of frost damage, overtime payment will not be made unless the attendance is approved by the Head. | | | |
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| Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service) | | | |
| **Job Description prepared by:** | **Sign:** | | **Date:** |
| **Agreed correct by Postholder:** | **Sign:** | | **Date:** |
| **Agreed correct by Supervisor/Manager:** | **Sign:** | | **Date:** |



**DEPARTMENT FOR RESOURCE AND REGULATION**

**SITE MANAGER**

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| **CORE BEHAVIOURS FOR THE POST (Please tick those relevant)** | | | |
| Commercial Thinking & Analysis |  | Planning |  |
| Customer Service | X | Developing Self & Others |  |
| Delivering Results |  | Teams, Networking & Partnerships | X |
| Values, Ethics & Diversity | X | Adapting to Change | X |
| Delivering a Quality Service(Continuous Improvement) | X |  |  |

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| **SHORT-LISTING CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Trade Qualification |  | **✓** |
| Ability to undertake minor repair, maintenance and improvement tasks | **✓** |  |
| Experience of building security and alarms | **✓** |  |
| Ability to clean to a high standard | **✓** |  |
| Ability to meet the physical demands of the post, ie carrying heavy and cumbersome objects | **✓** |  |
| Experience of supervising staff | **✓** |  |
| Ability to work within financial procedures | **✓** |  |

**CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS**

**The short-listing criteria listed plus the following:**

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| **ASSESSMENT METHOD** | **INTERVIEWING CRITERIA** |
| Interview | Experience of supervision (where applicable) |
| Interview | Awareness of Health and Safety at Work |
| Interview | Good communication skills in liaising with people both on site and off site |
| Interview | Ability to respond to call outs as required |
| Interview | Ability to deal with situations which require tact and sensitivity |
| Interview | Ability to work with a minimum of supervision and to use initiative under varying circumstances |

The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.

Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.

As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.

As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues