



Site Manager

Job Description

Job Description:	Site Manager
Responsible to:	Facilities Development Manager/Executive Business Manager/Executive Headteacher
Line Manager:	Facilities Development Manager
Grade:	G4
Hours:	37hr Full Year
Conditions of Employment:	The appointment is subject to references, enhanced DBS and medical clearance
Job Purpose:	<p>To provide maintenance and security on the school premises as directed</p> <p>And/Or undertake and oversee cleaning of classrooms and allocated areas as required</p>



The Governors and the Executive Headteacher of The Aspire Federation have made every effort to be accurate in this job description, but all applicants must accept the need for, and likelihood of changes in their job role and responsibilities. The Governors and Executive Headteacher will make every attempt to make changes in the spirit of the Job Description where this can be achieved without detriment to the best interests of the learners on roll and the efficient management of the school.

Introduction

The Aspire Federation is a partnership between two special schools, Oakfield and Landgate. Our ethos of 'Aiming high, reaching all' captures our drive and commitment to providing the highest quality provision for all.



Main Areas of Responsibility:

- To maintain the security of the school premises by securing entrances (locking/unlocking), exits and designated areas, reporting potential security breaches to the relevant person.
- To operate fire safety equipment, carry out fire drill and respond to alarm systems where appropriate and to conduct regular routine health and safety checks e.g. fire alarms, water sprinklers, legionnaire testing.
- To be the designated key holder on occasions providing access and attend to emergency call outs outside of normal school hours.
- To carry out minor repairs not requiring a contractor and undertake decorating and improvement work as directed by senior staff
- To arranging emergency repairs with external contractors and/or LA as required.
- To operate the heating plant, cooling and lighting systems reporting any faults to the relevant person.
- To undertake emergency/specialist activities/cleaning e.g. gritting, spillages, graffiti removal and litter picking.
- To organise and participate in the movement of furniture throughout the building and provide a portage service around the school.
- To monitor and manage stock/goods including receipt, distribution, collection and despatch.
- To collect and assemble waste for collection.
- To undertake cleaning duties within allocated areas in line with specified standards.
- To provide basic training to other site staff on the operation/use of domestic and/or industrial cleaning equipment and materials (COSHH).
- To check all designated areas for cleaning to make sure the required standards are met.
- To undertake record keeping as required and prepare cleaning rotas for regular and specialist cleaning.
- 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.

Other Specific Duties

To carry out the duties in the most effective, efficient and economic manner available.

To continue personal development in the relevant area.

To participate in the staff review and development appraisal process.

Health and Safety Training.

To undertake Health and Safety Training on areas within your remit.

The post holder will be required to work across the Federated Schools.



Appointment Criteria / Person Specification (**Application / Interview / Reference / Certificate**)

Personal Attributes Required	Essential (E) Or Desirable (D)	Method of Assessment
Training and Qualifications NVQ Level 2 relevant discipline (Caretaking, Cleaning,) or willingness to undertake Basic Health & Safety Certificate Willingness to undertake relevant training e.g. COSHH, health and safety at work	E D E	A A, I
Experience/Knowledge Experience of maintaining buildings to a required standard Handy person or DIY experience Experience of supervising staff Experience of cleaning building interiors Previous experience of caretaking/grounds maintenance in a school or similar environment Understanding of COSHH requirements Knowledge of health and safety at work regulations for example moving and handling Willingness to undertake further relevant training as required Personal Skills, Abilities and Competencies Ability to use/operate a range of equipment relevant to the post Ability to complete routine paperwork and keep accurate records Ability to undertake basic DIY tasks	E D D E E E D E E E E	A, I A, I, R A, I A, I A, I A, I A, I A, I A, I I A, I



Ability to supervise staff	D	A, I
Ability to use initiative to respond to routine problems	E	A, I
Ability to prioritise own tasks and those of others	E	A, I
Ability to recognise the importance of ensuring a secure and safe environment	E	A, I
Ability to take direction to complete a range of maintenance/cleaning tasks	E	A, I
Ability to respond to routine maintenance problems	E	A, I
Legal Issues	E	A, I
Legally entitled to work in the UK	E	I