



HIGHGATE

PRIMARY SCHOOL

Highgate Primary School Job Description November 2018

Post Title:	Site Manager
Grade:	Scale 5
Hours	1.30 pm – 7.00 pm (25 hours) all year round. Required to work additional 5 hours at weekends depending on lettings schedule (flexibility is essential). In addition some late evening working will be required. Total average 30 hours per week.
Line Manager:	School Business Leader
Line Management:	Assistant Site Manager/Cleaner

Purpose

- To take day-to-day responsibility for the security and safety of the school site and premises.
- To be responsible for non-structural repairs and maintenance and other general site services within the establishment.
- To carry out general maintenance and ensure the cleanliness of the site in order to provide a safe, secure and healthy environment for pupils, staff, parents, visitors and other users.
- To be responsible for the cleaning and hygiene budgets.
- To apply principles of best value to all transactions to include monitoring of quality of services with regard to all external contractors.
- To assist in preparing for and clearing up areas during letting of premises.
- To be the key person during out of hours lettings – late nights and weekends.

Main duties and responsibilities

1. To take day-to-day responsibility for identifying the need for minor and major repairs and maintenance of the site, identifying potential hazards or building-related defects and for recommending action to be taken to remedy these, including obtaining lists of suitable contractors and estimates of potential costs involved.
2. To maintain and keep under review the security of premises, ensuring proper and regular patrols are undertaken and that alarms are properly maintained, used, reset as necessary and tested.
3. Supervise Assistant Site Manager to undertake minor repairs, maintenance tasks and decorating which are within the post-holders' competence and identified as such within the maintenance specification,
4. To act as one of the main key holders of the site, registered as such with the police, and to ensure that access to keys and the site is given only to authorised persons.



5. To ensure that all windows, doors and gates are opened and closed at appropriate times as specified by the Headteacher.
6. As key holder, to be responsible for attending the site/premises in emergencies, taking appropriate action in the case of break-in, theft or fire, including boarding up broken windows, repairing or changing door or window locks and resetting alarms.
7. To liaise with the School Business Manager on all aspects of site security and fire safety, informing him of any premises-related health and safety issue requiring attention.
8. To take responsibility for arranging the maintenance of emergency equipment (e.g. fire extinguishers) and the proper storage and use of any harmful machinery or toxic materials.
9. To undertake minor repairs and redecoration as required, in accordance with agreed guidelines, using appropriate tools and equipment.
10. In emergencies, e.g. following break-ins, to make good any damage to external or internal doors, locks or windows, replacing glass as required and obtaining estimates for repair to any item which falls outside the guidelines for repairs and maintenance.
11. To keep under review all aspects of repairs and maintenance of the site and to advise School Business Leader on the need for minor and major repairs and maintenance.
12. In the case of non-structural repairs and maintenance which cannot be undertaken personally, to assist School Business Leader to obtain estimates, evaluate these and recommend the best option for approval by the School Business Leader.
13. To deal with minor contractors (e.g. window/carpet cleaners) in order to ensure that work is signed off only when it has been completed in full and to a satisfactory standard, advising the School Business Leader of any error or omission.
14. To undertake cleaning of communal areas and as required, including dealing with slippery floors, floods, spillages, bodily fluids and planned annual cleaning programmes.
15. To be responsible for all cleaning budgets ensuring there are adequate levels of cleaning supplies and equipment.
16. To respond to feedback from cleaning staff of any shortages/ faulty equipment and any defects / repairs required in their designated areas.
17. To be fully versed with Health and Safety legislation and be aware of chemicals on sight and provide training on these for the cleaning staff.
18. Review all daily sheets completed by cleaning staff and address the issues highlighted immediately.
19. To ensure that school site and playgrounds are cleaned and maintained, including removing weeds from hard surfaces, removing fallen leaves, litter and other debris and arranging for efficient refuse collection from the site.
20. Ensure drains and gullies are free flowing and clean.
21. To ensure that external paths, steps and entrances are clear of debris, snow, water, leaves or other hazards and that the site and grounds are cleaned and maintained to a high standard.
22. To be responsible for ensuring the removal and portorage of furniture and deliveries within the school/site moving small items when this is within the reasonable capabilities of one person, following health and safety guidelines on manual handling of loads.
23. To assist the School Business Leader on all aspects of site security, including making recommendations on improvements or alterations to lighting, entrances/exits, arrangements both for the welcoming of visitors and aimed at deterring intruders in order to ensure a safe environment.
24. To undertake regular health and safety risk assessments on the premises, making appropriate recommendations for change or improvement to the facilities as necessary.
25. With the Facilities Manager carry out regular Health and Safety audits and report to SBL and the Health and Safety Committee.



26. To undertake major redecoration of rooms or other parts of the site as required from time to time by the School Business Leader/Head Teacher.
27. To undertake basic gardening including small scale grass cutting, weeding of beds and borders and pruning of shrubs and hedges as necessary.
28. To take day to day responsibility for identifying the need for minor and major repairs and maintenance of the site, identifying potential hazards or building-related defects and for recommending action to be taken to remedy these, including obtaining lists of suitable contractors and estimates of potential costs involved.
29. To liaise with contractors advising the School Business Leader on any error or omission in order to ensure that work is signed off only when the full contract specification has been achieved, submitting written reports when required. To contribute to the review of major contracts as required.
30. To maintain appropriate records, manual and computerised, for all maintenance and repairs, ordering of stock and equipment, incidents and accidents involving health and safety or security of the site and recording visits to the establishment by authorised persons.
31. To be aware of school events/lettings, work and plan cover out of normal working hours in the evenings and weekends.
32. To assist to promote out of hours use of the school and maximise lettings income.
33. With the Administrative Assistant (Income Generation) liaise with potential clients with regard to all aspects of bookings including enquiries, site visits, planning and preparation of events.
34. Support the School Business Leader to developing appropriate policies for the school/site, e.g. lettings, security arrangements, and advice on their implementation, monitor and evaluate their success.
35. Ensuring all orders for goods & services meet value for money standards.
36. To assist in the organisation, preparation and management of facilities for a varied programme of activities and events on the site.

Professional Protocol/Expectations

Skills and Attributes

- Ability to work effectively and supportively as a member of the school team
- Ability to work in an organised and methodical manner
- Ability to act on own initiative, dealing with any unexpected problems that arise
- Ability to demonstrate commitment to Equal Opportunities
- Being physically capable, able to manage some heavy lifting
- Customer service and sound judgement
- Efficiency and discretion
- Honesty and integrity
- Motivation and flexibility
- Respect and professionalism
- Time management and multitasking
- Understanding and following safety rules
- Understanding and carrying out set tasks
- Understanding of health and safety regulations
- Have full working knowledge of relevant policies/procedures/codes of conduct and awareness of relevant legislation.



People Skills

- Ability to communicate effectively, take an active part in being part of an effective team with peers.
- Operate in a manner that promotes equality of opportunity and collaborative working; being aware of the requirement to deliver non-discriminatory services and to promote great equity for those that are disadvantaged.

Personal Style and Behaviours

- Willingness to carry out any reasonable task as requested by the Line Manager
- Willingness to take personal responsibility for standard of work carried out.
- Willingness to participate in further training and development opportunities offered by the school, to further knowledge
- Willingness to maintain confidentiality on all school matters
- Personal and professional demeanour which generates credibility and confidence amongst Senior Leadership Team, Governors, staff, parents, children, external partners and all other stakeholders
- With the Line Manager able to set and meet personal priorities, objectives and deadlines while maintaining a focus on assisting with the delivery of School's key priorities/accountabilities
- Have a flexible approach to acquire new skills and demonstrate a strong commitment to training/continuous professional development for self.

Assisting with Planning

- Assist the Facilities Manager and School Business Leader with strategic planning and the delivery of high quality work and environment.
- Assist Facilities Manager and School Business Leader to devise strategies for school premises and translate them into realisable plans.
- Assist Facilities Manager and School Business Leader applying strong practical problem solving skills, to develop & create and innovative solutions.

Procurement and Facilities Management

- Have an understanding of regulatory, legal, statutory and best practice standards administration in the School
- Have an understanding of best value procurement & contract management

Personal Style and Behaviours

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- With the Facilities and School Business Leader able to set and meet personal priorities, objectives and deadlines while maintaining a focus on assisting with the delivery of School's key priorities/accountabilities
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Data Protection

- Understanding of the requirements of the Data Protection and Freedom of Information Acts and the School's legal responsibilities in these areas.

