

Job Description & Person Specification

Kingsway Primary School
Valley Gardens
Gloucester
GL2 2AR

Email – admin@kingsway.gloucs.sch.uk
Tel: 01452 881800



Job Title: Site Manager

Accountable to: Head Teacher

Job summary:

You will be responsible for maintenance, repair, security and facilities management services on the school site and premises. Responsible for the maintenance of a clean and hygienic school interior and provide specific support for the development of outdoor resource. You will work under the guidance of the appropriate senior staff and the Headteacher.

Roles:

The Site Manager is required to manage key areas and activities relating to the school's site and facilities including in house building related projects, site development, asset management planning, contracts management, and lead on H & S compliance. Undertake any tasks commensurate with role deemed reasonable by the headteacher

Duties and Responsibilities

Security

- Lock/unlock school buildings and areas
- Undertake regular security checks and identify security risks
- Monitor fire safety equipment and carry out fire drills
- Operate and respond to alarm systems
- Monitor CCTV or surveillance equipment
- Liaise with police, security and surveillance contractors
- Provide emergency access to the school site
- Be first key holder for the school premises out of hours.

Maintenance

- Undertake appropriate minor repairs e.g. redecorating and fixing, minor plumbing and electrics.
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory as per specific schedule for the school.
- To organise and carry out a decoration programme as agreed with the Headteacher.
- To organise and carry out improvement work for grounds and buildings as agreed with the Headteacher.
- To be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions.

- Operation and maintenance of heating plant and lighting systems (including our Trend BEMS system).
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records.
- Undertake regular site inspections.
- Identify defects and record repair and maintenance requirements.
- Collect and assemble waste for collection and promote recycling and environmentally friendly methods of waste management.
- Undertake emergency cleaning duties such as graffiti removal, litter-picking.
- Undertake specialist cleaning tasks such as upkeep of the wooden floors, decorative fencing and canopies for example.
- Undertake activities to maintain safe and clean external environment e.g. gritting, weed pulling, hedge/bush trimming and bramble removal.
- Coordinate the receipt, distribution, collection and despatch of goods to the school site.
- Monitor performance of contracts and record performance against specified standards.
- Liaise with contractors.
- Ensure that specialist sports equipment is maintained in accordance with specified standards (eg goalposts, basketball posts etc, outdoor play equipment).

Key Activities – Resources

- To advise on matters relating to energy control and conservation while increasing energy efficiency and developing our low carbon footprint. (School has solar panels for hot water, under floor heating elsewhere, has the TREND Building Energy Management Systems and is a 'climate controlled building').
- Contribute to planning, development and organisation of systems, procedures & policies.
- Be responsible for maintaining records, information and data, producing analysis and reports as required.
- Create and maintain a purposeful, orderly and productive working environment.
- Ensure timely and accurate design, preparation and use of specialist equipment, resources and materials.
- To undertake safety audits of the premises and assist with relevant risk assessments as required.
- Promote and ensure the health and safety of pupils staff & visitors at all times.

Key Activities – Organisation & Supervisory/Managerial

- Demonstrate and assist in the safe and effective use of specialist equipment/materials.
 - Provide specialist advice and guidance as required.
 - Porterage duties e.g. delivering large orders, moving furniture and equipment ready for lessons.
 - Assist the School Business Manager in the management, administration and operation of external lettings.
 - Maintain and register the schools assets and update the inventory log.
 - Monitor & manage stock within an agreed budget, cataloguing resources & undertaking audits as required.
 - Direct/supervise cleaning and/or other site staff and ensure cleaning is in accordance with specification (School currently uses contract cleaners).
 - Liaison with the school meals service contractors in relation to their use of the site and provision of their service, where appropriate.
-

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos, work and aims of the school.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Assist in the supervision, training and development of staff.
- Ensure compliance by self and others with all health and safety policies and procedures.
- Ensure safe use by self and others of equipment and materials.
- Establish constructive relationships and communication with contractors and other agencies/professionals.
- To be responsible, in conjunction with the School Business Manager, for the administration and control of appropriate areas of the budget.
- Attend and participate in regular meetings.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times.

Working Time: 36 hours per week

Specified working hours: between 7.30pm and 3.45pm daily depending on the needs of the school, term time only (39 weeks) plus a minimum of 4 weeks during the school holidays (decorating and additional seasonal gardening) as and when required.

Special Conditions

The postholder will be subject to an enhanced DBS disclosure and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

At all times ensure that priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.

This job description may be amended at any time, according to the changing priorities of the School as identified within the school's strategic plan and in consultation with the post holder.

Kingsway Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Having read and understood the job description above, I accept this as a reflection of the job for which I am being employed:

Head Teacher/ Line Manager's signature:

Date:

Post-holder's signature:

Date:

PERSON SPECIFICATION

Experience	<ul style="list-style-type: none"> • Handyperson/tradesperson experience - being competent at basic building repairs and maintenance. • A varied practical skill set (Carpentry, Plumbing, Electrical, Landscaping etc). • Caretaking, cleaning or site-keeping experience in a school or similar environment • Experience with TREND or other BEMS (Building Energy Management Systems) is advantageous.
Qualifications/ Training	<ul style="list-style-type: none"> • NVQ 3 OR equivalent qualification desirable. • Good numeracy, literacy skills – ideally a GCSE (or equivalent) in Maths and English. • Any other relevant qualification in Construction (Building, Carpentry, Plumbing, Electrical, Landscaping etc). • PAT Testing qualification is advantageous. • Willingness to undertake induction training and future training and development.
Knowledge/Skills	<ul style="list-style-type: none"> • Competent at basic building repairs and maintenance, having a practical skill set. • Able to operate industrial, electrical & mechanical systems and equipment. • Working knowledge of relevant polices, codes of practice & legislation. • Knowledge of and able to understand and apply regulations as below: <ul style="list-style-type: none"> • Health & Safety procedures and precautions • COSHH regulations • Health & Hygiene procedures • Manual moving and handling • Working at Height • Knowledge of TREND or other BEMS (Building Energy Management Systems). • Able to regularly handle and carry heavy items • Ability to relate and communicate effectively and confidently with other staff, students, parents, hirers and members of the public. • To comply with the School's policies and the commitment to the protection and safeguarding of children • Ability to identify own training needs and willingness to participate in training and development opportunities • Willingness to develop knowledge of use of ICT and other specialist systems, equipment and resources • Ability to organise and supervise the work of contractors on site. • Team-leading skills • Honest, reliable and responsible approach to work • Conscientious and flexible • Able to show initiative and work proactively. • Flexible with working hours, willing and able to start work early and late when required. • Be on call for emergencies