

Job Description

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| Job Title: | Site Manager |
| Grade: | Grade 6 |
| Responsible to: | Assistant Headteacher; Business & Staffing |
| Supervisory responsibility: | Up to 5 staff, this may include supervision of cleaning service agreement personnel. |

Main Purpose of the role

- The role of the Site Manager is to effectively manage the maintenance of the academy building and environment.
- Taking responsibility for health and safety issues on site and delegating tasks as appropriate to other site staff and external contractors under the guidance of the Assistant Headteacher; Business & Staffing

Overall Responsibility

1. To ensure the effective operation of heating, lighting and water systems including routine maintenance of heating systems arranging servicing and the overall efficiency of energy within the site.
2. To be responsible for the security of the academy's site and buildings, including out of hours in the event of an emergency.
3. To carry out day to day maintenance of fixtures and fittings throughout the site, reporting concerns and knowing when to call in specialists to deal with repairs and improvements.
4. To anticipate possible problems and to undertake minor preventative maintenance work.
5. To communicate effectively with outside agencies.
6. To monitor and maintain efficient electronic records as appropriate. e.g. water, fire, health and safety, audits etc.
7. Clean the designated academy areas, ensuring cleaning standards are maintained. The postholder will be expected to monitor cleaning standards and undertake necessary action in an emergency after consultation with the Headteacher and Assistant Headteacher; Business & Staffing.
8. To liaise with Metro Clean workers, in order to promote and maintain good working relationships and mutual support wherever necessary.

9. To test the fire alarm system and emergency lights weekly and to keep a record of such tests.
10. To recognise Health & Safety matters and to report them to the Headteacher and Assistant Headteacher; Business & Staffing.
11. To operate the academy's security alarm system and take responsibility for being first contact in the event of an out of hours security or safety emergency (and subsequently liaising with the Headteacher and/or Assistant Headteacher; Business & Staffing).
12. To delegate tasks as appropriate to other site staff or outside contractors, ensuring Health & Safety regulations are strictly adhered to.
13. Maintain a comprehensive electronic records system using SharePoint for all compliance checks and facilities management records.
14. Maintain the electronic asset register and carry out an annual inventory

SPECIFIC DUTIES:

The Site Manager will be expected to take responsibility for:

- Identification of maintenance needs and making recommendations about priorities.
- Checking and maintaining doors, handles, locks and closures.
- Checking and maintaining furniture.
- Organising remedial action to vandal damage and graffiti.
- Dealing with litter and having general overall supervision of the tidiness of the whole site.
- Dealing with occasional minor painting / decorating tasks.
- Liaising with contractors to ensure adequate completion of jobs, including the clearing away of debris.
- Ordering maintenance and cleaning materials within a delegated budget and checking receipts against delivery notes.
- Moving deliveries to appropriate areas of the academy.
- Clearance and gritting of paths and other appropriate areas during bad weather.
- Sweeping of paths and playground.
- Empty the classroom recycling bins regularly.
- Set up and clear away the breakfast club resources such as the tables, chairs, toasters, crockery, cutlery, food items and cleaning equipment. Also, ensure that the floor is swept and spillages are mopped.

- Ensure that tables, chairs, the stage and other resources are set out and cleared away for events such as parents' evenings, performances, sports days and activities involving parental engagement
- Monitor the contract for routine maintenance of water coolers and other water supplies, including stored water, to ensure they meet current Health & Safety Regulations.
- The movement of furniture as and when required.
- Assisting with classroom/pupil spillages throughout the day (under H & S Guidelines)
- Responsibility for floor buffing and sealing in the main hall and top corridor.
- Liaising with building inspectors regarding maintenance and building projects on the site.
- Checking the condition of peripheral fences and making minor repairs.
- Minor maintenance of blinds and curtain tracks and track mechanisms. Anything major, dealing with contractors/suppliers.
- Placing works orders after consultation with the Headteacher and Assistant Headteacher; Business & Staffing, ensuring completion of work, checking costings and maintaining a file of all maintenance work.
- Reporting to Assistant Headteacher; Business & Staffing any information relevant to completion of insurance claim forms.
- Liaising with the nominated representative for Health & Safety on all related issues.
- Maintaining good relationships with grounds maintenance crews and consulting with the Assistant Headteacher; Business & Staffing regarding all ground's maintenance issues.
- Responsibility for safe storage of materials and equipment.
- Distribution of milk to classes, storing milk in the fridge and cleaning of milk and fruit bins as appropriate.
- To be responsible for the security of the premises, to monitor, report and advise the Assistant Headteacher; Business & Staffing on all security matters
- To be responsible for locking up the academy during term time and for the unlocking and locking of the academy during academy closure periods.
- To act as main keyholder for the academy on callouts

ENERGY SYSTEMS

- Encouraging the efficient use of energy.
- Ensuring the effective operation of all energy systems.

- Overseeing the maintenance and servicing of all plant.
- Taking appropriate action in emergencies to minimise the effects after consultation with the Headteacher and Assistant Headteacher; Business & Staffing
- Monitoring the use of gas, electricity and water to minimise waste.
- Checking sewerage and water services to ensure effective operation.
- Carrying out minor cleaning and repairs.
- Cleaning storm drains and guttering (low level)
- Carry out the flat roof maintenance as per the manufacturer's instructions.

ELECTRICAL EQUIPMENT

To be responsible for:

- The testing of all portable and non-plant equipment on site on at least an annual basis (subject to appropriate training qualification).
- Storing computer records of electrical testing.
- The carrying out of minor repairs and replacements.
- The replacement of light bulbs and tubes (subject to H & S guidelines).
- Encouraging energy saving measures by all users whilst maintaining adequate levels of heating and lighting.

THE CLEANING OF THE SITE MANAGER'S DESIGNATED AREA

- The Site Manager will take pride in the academy. The role requires a willingness to be involved as part of the academy team, committed to providing the best possible working conditions for the staff and pupils of The Academy. The above duties are flexible and should not be totally inclusive. Additional duties may be added or stated duties changed as determined by the Headteacher following consultation.

HOLIDAYS

A maximum of 5 days holiday may be taken during term time. All other holiday entitlement must be taken during academy holiday periods.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post without changing the general character of the post.