

Northumberland County Council

JOB DESCRIPTION

Post Title:	Site Manager	Director/Service/Sector: School		Office Use
Band: Band 5		Workplace: Site based		JE ref: HRMS ref:
Responsible to: Partnership Supervisor or other nominated person.		Date:	Lead & Man Induction:	
Job Purpose: To provide Site Management Services to designated properties.				
Resources	Staff	Number of Cleaners and/or Assistant Caretakers		
	Finance	Property related budgets.		
	Physical	Shared responsibility for the careful use of equipment. Stock control and ordering. Site security and maintenance.		
	Clients	Contractors, Staff, General Public and others using the School Facilities.		
<p>Duties and key result areas: Carried out in accordance with the school specification, these include, but are not restricted to:-</p> <ol style="list-style-type: none"> 1. Managing all property related budgets, preparing schedules of repairs and advising on property related health and safety issues. 2. Supervise the work of a team of cleaners, delegate work appropriately, provide clear guidance and motivate staff to achieve service objectives and quality standards 3. Provide or ensure the provision of induction to the workplace and coach staff in work related tasks. 4. Ensure that staff adopt safe working practices in all aspects of work. 5. Ensure the security of the property is properly maintained, that users have access at appropriate times and that an appropriate response is made in the event of a property related incident. 6. Monitor the cleanliness of the property and ensure that standards are maintained. 7. Ensure that the heating and associated systems are operated and maintained in the approved manner, advising on conservation measures and take all necessary precautions against cold weather damage. 8. Monitor the usage of gas, electric and water supplies, ensuring that all reasonable and practicable measures are taken to minimise use and report abnormal consumption to the appropriate person. 9. Monitor and report on the general condition of the property, undertake minor repairs as required and ensure that all routine maintenance tasks are carried out in a timely manner. 10. Operate and maintain all ancillary plant and equipment as appropriate. 11. Ensure that all ventilation, access and exit points operate effectively and that fire-fighting appliances are readily accessible and properly maintained. 12. Ensure that the external areas of the property are kept free of litter and debris, litter and rubbish bins are emptied regularly and main access routes are kept clear of leaves, snow and ice as necessary. 13. Undertake a range of general portage tasks that ensure the efficient movement of goods, equipment, furniture and other items around the property. 14. Ensure that relevant stocks of consumable items are maintained and distributed appropriately. 15. Undertake a range of DIY duties for which training has been undertaken and relevant equipment supplied. 15. Other duties appropriate to the nature, level and grade of the post. <p>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.</p>				
Work Arrangements				
Transport requirements:	None.			
Working patterns:	Determined by designated area, usage and the contract of employment.			

Northumberland County Council
PERSON SPECIFICATION

Post Title: Site Manager	Director/Service/Sector: School	Ref: SG32
Essential	Desirable	Assess by
Qualifications and Knowledge		
Extensive knowledge of a broad range of practical tasks associated with a caretaking environment together with the operation of associated tools and equipment. British Institute Of Cleaning Science Certificate of Proficiency (L1) or equivalent. Knowledge of Health & Safety legislation relating to a caretaking environment. Trained in Manual Handling.	NVQ in General Maintenance and Housekeeping or equivalent. British Institute Of Cleaning Science assessor's qualification or equivalent.	
Experience		
Extensive relevant experience in a similar role. Budget management.		
Skills and competencies		
Literacy skills sufficient to read text and write straightforward sentences. Numeracy skills sufficient to undertake straightforward arithmetic functions. Strength, dexterity and co-ordination to use a range of cleaning tools and equipment. Ability to plan and organise staff and resources, including effective use of own time. Resourceful and works with initiative and without constant supervision. Listens, consults others and communicates clearly. Customer care skills. Full driving licence (able to move easily between school sites)	Full driving licence including D1 (licence to drive minibuses)	
Physical, mental, emotional and environmental demands		
Work from a standing position, need to walk, bend, lift and carry moderate weights. Short periods of concentration dispersed throughout day, week and month. Few emotional demands. Mainly indoors but with some external work and some exposure to unpleasant conditions such as toilet areas.		
Motivation		
Appropriately follows instructions to achieve set objectives. Reliable and keeps good time. Committed to the provision of quality services to achieve customer satisfaction. Adapts to change by adopting a flexible and cooperative attitude. Supportive and adapts to team working. Demonstrates integrity and upholds values and principles. Promotes equal opportunities and diversity in all aspects of work. A willingness to undertake job related training.		
Other		
An ability to work well with a range of staff and others as a member of a team.		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others
e.g. case studies/visits