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**Job Description**

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| **Job Title:** | | **Site Manager** | | | |
| **JE Code:** | A4366 | **Evaluation:** | 443 points | **Grade:** | N5 |
| **Date:** | September 2018 | | **Status:** | Final | |
| **Responsible to:** | | Headteacher / Business Manager | | | |
| **Responsible for:** | | Cleaners | | | |
| **Job purpose:** | | To coordinate and supervise the provision of facilities services within the school to ensure the building and site is fit for purpose. To ensure the delivery of services in accordance with required standards, policies and procedures. To provide a professional and efficient caretaking and maintenance service for the school’s premises. | | | |

**Main responsibilities**

The following is typical of the duties of the post-holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Carry out the procedures associated with the operation of the school to comply with legislation, policies and compliance. Specifically, those relating to: staff supervision, security and access, repair and maintenance, and health and safety. Ensure that quality assurance is reflected in all aspects of caretaking and cleaning.
2. Responsible for the day-to-day supervision of designated employees, maintaining good working relationships and team working. Complete all related paperwork, including the use of IT systems associated with the supervision of employees. Ensure that all duties are carried out in an effective and efficient manner for the benefit of all students, staff, community and other user and that all referrals are routed through the appropriate staff.
3. Ensure that the school premises (internal and external) and furnishing are cleaned in accordance with agreed procedures, standards and methods, by undertaking cleaning and by supervising cleaning staff.
4. Undertake the day to day operation and arrange for appropriate maintenance of plant and associated equipment including vehicles. Read, and record information from utility meters, heating, fire-fighting equipment, fire alarms, emergency lighting systems within our IT systems and report any faults to the Headteacher and Business Manager within the school.
5. Liaise with the Headteacher and Business Manager on a regular basis on all matters relating to the site maintenance.
6. Monitor and maintain limited delegated budgets to inform the finance administrator to undertake the procurement and ordering of associated stock and supplies ensuring that there are adequate levels at all time. Taking delivery and arranging for the storage of materials, stores and other goods. Assist in the monitoring of the repair and maintenance budget including signing customer job satisfaction notes and ensuring that charges made are in accordance with the agreed rates.
7. Carry out minor or temporary repairs and maintenance tasks where practical or report as necessary in accordance with agreed procedures. Provide advice and guidance to contractors and inspect any works undertaken.
8. Assist in identifying all repair and maintenance needs to the Business Manager and arrange for quotes/estimates and repairs for repairs which are outside the post-holders expertise.
9. Liaise with contractors on-site and ensure that contracts on-site do not cause a health and safety hazard or damage to school property and report matters of concern or non-compliance with the contract specification.
10. Carry out porterage duties as required including the co-ordination of the removal and placement of furniture and equipment.
11. Responsible for the security of the school premises.
12. To co-ordinate and undertake procedures in adverse weather conditions. Gritting when necessary.

**Trust responsibilities**

1. Work to fulfil the vision and values of the trust.
2. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust’s health and safety policies and the school’s/central team’s health and safety procedures.

1. Promote and implement the trust’s equality and diversity policy in all aspects of employment and service delivery.

1. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust’s safeguarding policy and school’s child protection policies and protocols.

1. Assist in ensuring the trust’s responsibilities to protect personal data and to share information as a public authority are implemented effectively.

1. Participate in appraisal, training and development and other activities that contribute to performance management.

1. Attend and participate in regular team and 1:1 meetings.