



## **JOB DESCRIPTION**

**JOB TITLE:** Site Manager  
**LOCATION:** Penketh High School  
**RESPONSIBLE TO:** Operations Manager  
**GRADE:** Grade 7 point 23 - 27  
**HOURS:** 37hrs per week, Full Time

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### **Job Purpose**

To organise and manage the premises, taking the lead on all site-related matters, including managing the caretaking/cleaning/grounds operations of the school to the agreed quality standards, taking a lead role on Health & Safety and ensuring security of the site and related resources.

In the immediacy the role will require the post holder to support the management and coordination of significant site redevelopment, that is a comprehensive project to redevelop the school environment across the next few years. This will include coordinating the removal of aspects and materials currently on site that are no longer required.

In addition to the following duties, the post holder may be required to undertake any of the duties normally associated with the lower graded Site Supervisor posts.

### **Main Duties**

#### **Security**

- Act as key holder and carry out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm(s).
- Providing access, where possible, to the premises and classrooms in the event of snow, flooding or similar emergency situations.
- Dealing with enquiries from officers and employees of regulatory bodies, workers and contractors and managing contractor activity on-site.

#### **Management & Supervision**

- To organise and manage the work of the site team. Undertake recruitment, selection, induction and appraisal of site team and allocate duties and hours of work.
- Planning own work and that of site team.
- Provide/arrange the appropriate induction and training of the site team.
- Monitor the progress of the site team and identify appropriate training and development opportunities for team members to increase the effectiveness of the function.
- Support the planning and coordination of a significant site redevelopment project; including liaising with a range of external contractors to facilitate the works.



## **Maintenance**

- Monitor the progress of and carry out minor building works, refurbishments etc.
- To arrange for the site team (including the post holder) to carry out first-line repairs which are not beyond the competence of the staff concerned.
- To assume initial responsibility for the resolution of all site-related issues and to identify and prioritise maintenance requirements and prepare and organise annual maintenance programmes.
- To monitor the work of the site team, to ensure that the school buildings and premises are kept to a high standard of cleaning and repair and are safe for staff, pupils and visitors.
- In accordance with any existing Service Level Agreement, draw up, or assist in the drawing up of site maintenance plans and specifications for work to be undertaken by contractors and arrange for works to be undertaken.
- Monitoring the progress of projects involving outside contractors ensuring they are completed to a high standard.
- Monitoring the grounds maintenance function, including managing the contract for the provision of grounds maintenance where one exists.
- Monitoring and ensuring the cleanliness of the school premises and furnishings and maintenance of the site, managing contracts where they exist.
- Ensuring that all caretaking equipment is in a safe and working condition and arranging for their repair as appropriate.

## **HEATING SYSTEM & ENERGY CONSERVATION**

- To be responsible for the setting of the controls on the heating system.
- To ensure that the heating system is in good working order, having regard for the need to maintain healthy working temperatures and the economic use of fuel in accordance with the time of year.
- To be responsible for Health & Safety Regulations and cleanliness in the Boiler Room.
- To have a general overview of energy conservation. Implement any initiatives which may help to reduce the school's carbon footprint and save the school money.

## **Other duties**

- Testing portable electrical equipment if trained and accredited to do so.
- To manage the contract of out-of-school hours letting of the school premises ensuring that the operating conditions within the contract are adhered to.
- Maintenance of inventory in respect of equipment. Carrying out an annual check of equipment against the Inventory.
- To investigate opportunities for recycling of the school's waste, and offer advice and guidance to school staff on appropriate recycling systems.
- To act as the school's energy manager, monitoring energy costs and ensuring conservation of energy through efficient procedures and systems.
- By involving pupils and staff of the school, to constantly seek ways of improving the working surroundings and of managing the premises in a more efficient and cost-effective way.
- To undertake training as appropriate.



### **Health & Safety**

- To be responsible for all aspects of Health and Safety connected with the school premises and site, including the completion of appropriate risk assessments, and ensuring compliance with all statutory regulations.
- Chair the Health and Safety Committee of the school, seeking appropriate representation from departments across the school.
- Ensuring the implementation and compliance with appropriate Codes of Practice throughout the school (in relation to premises and caretaking/cleaning issues) in liaison with the Health and Safety Committee for the school.
- Monitoring the appropriate Health and Safety procedures in use in the school and highlighting and discussing any issues to the Health and Safety Committee for the school.
- To attend and represent the Health and Safety Committee at appropriate meetings of the Governing Body and consult with governors on matters relating to the premises/site.
- To develop and implement policies and procedures in the area of Health and Safety within the school.
- To ensure that the appropriate staff within the school are fully aware of COSHH legislation.
- To design and deliver Health and Safety training for staff within the school – for example fire training.
- To act as Health & Safety Officer for the school.
- To undertake regular testing of the school burglar and fire alarm system, and to maintain appropriate records in relation to this.

### **Finance**

- To be responsible for monitoring the delegated maintenance budget and regularly reporting budgetary information in relation to this to the Principal.
- Responsibility for budgets including furniture and H&S.
- To develop and promote the school premises to the outside community.

### **General**

- To fully participate in the School's appraisal and performance management procedures where appropriate.
- The duties may be varied by the Principal and/or Governing Body to meet changed circumstances in a manner compatible with the post held.