Bolton Council

Job Description

Job Details	
School Name	
Job Title	Site Manager
Grade	Grade E
Primary Purpose of Job	To ensure that all school facilities are in excellent and safe condition with the highest possible standards of cleanliness for use by pupils, staff and visitors.
Responsible to	School Business Manager / Head Teacher
Responsible for	Not applicable
Principal Responsibilities	To carry out routine maintenance and basic repairs during the school day and monitor major works during school holidays. Be required to manage the work of contractors on site and monitor services provided externally, such as cleaning and grounds maintenance. The Site Manager will also be responsible, with the help of the caretakers, for the use of the school facilities out of school hours, including evenings and weekends. In order to carry out these important responsibilities the Site Manager will be on site throughout term time and holidays will be taken during school holidays. The person appointed will have knowledge and skills relating to buildings maintenance and health and safety requirements in public buildings. Experience and skills to carry out repairs and minor building works will be particularly welcome. Commitment and attention to detail are required in order to maintain high standards of cleanliness in a busy and crowded environment. The ability to lead and organise the work of the caretaking team is essential, as well as good administrative skills. Positive and supportive relationships with staff and children will help make this challenging post rewarding and enjoyable.

Main Duties	
1.	Supervise Health and Safety requirements in school and ensure that regulations are adhered to.
2.	Ensure that the school satisfies Fire Safety recommendations and to make Risk Assessment of fire hazard situations where necessary.
3.	Ensure that all buildings and maintenance issues are attended to promptly and efficiently.
4.	Maintain a safe, clean environment for the benefit of all users of the school site.
5.	Liaise with building contractors and other agencies concerning repair and maintenance requirements in school.
6.	Ensure that the school receives best value in terms of price and quality on all building maintenance and security issues.

Main Duties	
7.	Support the school and the governing body in promoting best practice in building maintenance or security issues.
8.	Carry out day to day maintenance of the school premises, internal fixtures, fittings and furniture.
9.	As key holder, respond to emergency call-outs in the event of fire damage, burglary, floods etc.
10.	Ensuring all statutory mandatory Health and Safety Checks including legionella are conducted and completed as required i.e. weekly or monthly.
11.	With the support of the Head Teacher, the Site Manager will be required to supervise and manage the work of the Caretakers and their overtime requirement, ensuring that all of hours functions are covered.
12.	Advise the Head Teacher in relation to caretaker leave patterns, ensuring the needs of the school are met.
13.	Review work patterns and practices, complying with Health and Safety, COSHH and Fire Precautions regulations.
14.	Ensure that all relevant staff are regularly updated on procedures by attending courses provided by the Bolton Council or other suitably qualified training providers.
15.	Ensure that caretaking resources are maintained in good condition with adequate stock levels of consumables.
16.	Complete returns and reports as required by the Head Teacher.
17.	Undertake and manage general site and caretaking duties including opening and closing of the school building at times determined by the Governing Body, including ensuring that the fire and intruder alarm systems are fully operational.
18.	Monitoring the standard of work contractors who provide services to the school, e.g. cleaning grounds maintenance and building maintenance contractors.
19.	Authorising and monitoring routine maintenance with approved contractors with the approval of the Head Teacher where costs will exceed £250.
20.	The Site Manager is expected to take immediate decision and contact a contractor directly and to inform the Head Teacher or Line Manager in the case of an emergency defined as a defect which puts at risk the safety of the building, its occupants, or members of the public; any defect which is not attended to immediately will threaten the fabric of the building Resulting in a material repair cost e.g. roof leaks, burst pipes; any defect which affects the security of the premises e.g. broken windows, skylights or damaged external doors; any defect which prevents the opening of the school building e.g. boiler failure in winter, power failure.
21.	Ensuring the efficient and optimum operation of the School's heating system, including carrying out simple maintenance and arranging for the system to be overhauled and repaired by the appropriate engineers as required.
22.	Cleaning duties including litter, spot and emergency cleaning which may be necessary to maintain hygienic standards.
23.	Ensuring sufficient stocks of essential janitorial materials are maintained, e.g. soap, paper towels, toilet rolls, light bulbs etc.
24.	Convey waste produce and paper to the appropriate central refuse area as required and ensure collection as necessary.

Main Duties	
25.	Porterage or messenger duties both within and outside school premises.
26.	Movement of furniture and equipment around school.
27.	Ensuring that pupil and staff toilets are inspected at least daily to maintain high standards of cleanliness and service with an adequate supply of soap, towels and toilet rolls.
28.	Removal of debris and leaves from traps, downspouts, waste pipes etc., and ensuring that drains and manholes are clean and operational.
29.	Ensuring that waste pipes to all lavatory basins and sinks are cleared and clean.
30.	Monitoring the use of electricity, gas and water consumed and ensuring that any equipment connected to these services are left in a safe condition at the end of the school day and during holiday periods.
31.	Ensuring the safe storage of any flammable/toxic substances on site other than those in laboratories or workshops.
32.	Checking fire equipment, test fire alarms and sounders weekly and take part in any fire drill.
33.	With Caretakers check all firefighting equipment in schools is maintained in operational condition weekly.
34.	Clean all windows and glass surfaces which are not cleaned by contract window cleaners termly.
35.	Sweep and clear car parks and playground areas to ensure they are always kept free from glass and other hazardous debris termly.
36.	Clear litter or debris from all school grounds daily.
37.	Remove graffiti whenever it appears immediately.
38.	Maintain grounds and shrubs, beds and tubs not covered by the grounds maintenance contract termly.
39.	Clean light fittings and shades yearly.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Head Teacher and to meet the needs of the school.

Version Control	
Job Description prepared by:	School's HR
Job Description updated:	01 October 2018

Bolton Council

Person Specification

Job Details	
School Name	
Job Title	Site Manager
Grade	Grade 5

Stage One

The minimum essential requirements for the above post are as follows. Please try to show in your application form, how best you meet these requirements. Disabled candidates are guaranteed an interview if they meet the essential criteria.

	Skills and Knowledge	Method of Assessment
1.	Relating to the Health and Safety at Work Act experience of implementing directives the Health and Safety at Work Act in a working environment.	Application Form / Interview
2.	Relating to Fire Precautions, Regulations and appropriate safety procedures experience of implementing of Fire regulations in a working environment.	Application Form / Interview
3.	Evidence of practical application of joinery, plumbing, building skills in a working environment.	Application Form / Interview
4.	Building trade experience in a specific area.	Application Form / Interview
5.	A flexible approach to maintenance and cleaning type tasks.	Application Form / Interview
6.	Dealing with multi task situations in a building environment.	Application Form / Interview
7.	Dealing with operational site issues in a building or school environment.	Application Form / Interview
8.	Working knowledge of a school site or other equivalent organisation.	Application Form / Interview
9.	**Competencies** Please note the school's competencies, which are considered to be essential for all roles, are in the attached Core Competencies document.	Interview

	Experience, Qualifications and Training	Method of Assessment
1.	Managing other people.	Application Form / Interview
2.	Experience involving working to deadlines or specific contract periods.	Application Form / Interview
3.	Experience of caretaking or similar role in a school environment or other large organisation.	Application Form / Interview

Experience, Qualifications and Training		Method of Assessment
4.	Specific responsibility for a group of people.	Application Form / Interview
5.	ICT skills e.g. email, report writing.	Application Form / Interview

Work Related Circumstances		Method of Assessment
1.	Willingness to work in the evening and at weekend as required.	Application Form / Interview
2.	Able to work in a busy school environment and relate effectively with children and adults.	Application Form / Interview
3.	This post is subject to an enhanced disclosure and a barred list check from the Disclosure and Barring Service.	Application Form / Certificate

Stage Two

This will only be used in the event of a large number of applicants meeting the minimum essential requirements. Please try to show in your application form, how best you meet these requirements.

Skills and Knowledge		Method of Assessment
1.		Application Form / Interview

Experience, Qualifications and Training		Method of Assessment
1.	Qualified tradesperson.	Application form / Certificate
2.	An NVQ level 3 or equivalent	Application form / Certificate

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Core Competencies

These core competencies are considered essential for all roles within this school. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.

Developing Self and Others
Promote a learning environment to embed a learning culture. Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development.

Civil Contingencies
Bolton Council has a statutory duty under the Civil Contingencies Act 2004 to respond in the event of an emergency. If the Emergency Management Plan is activated, you may be required to assist in maintaining key council services and supporting the community. This could require working outside of routine working hours and working from places other than your normal place of work.

Equality and Diversity
Uphold the principles of fairness and the Equality Act 2010 in all undertakings as an employee of the school, including providing a fair, accessible service irrespective of customer's race, religion, gender, sexuality, disability or age.

Customer Care
The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring and professional image.

Health and Safety
Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

Data Protection and Confidentiality
Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow school policies and procedures on dealing with personal information and information assets, including the Code of Conduct, Information Management, and ICT Acceptable Use. Personal or confidential data should only be accessed or used for school purposes.

Fluency Duty
Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required by the Immigration Act 2016.

Working Hours
The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

Safeguarding
This 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. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure and Barring Service.