CORPUSCHRISTI
CATHOLIC ACADEMY TRUST
We are His body, living and learning as one.

Job Description

JOB TITLE **Site Manager - Primary**
SALARY Grade 4 scp (7 – 11) pro rata

The post holder will report to the Headteacher/Senior Leader. Apart from other colleagues in the school, the main contacts of the job are the Headteacher, school staff, students and their families or carers and staff in other establishments.

Main Purpose of the job

Under the guidance of appropriate senior staff: be responsible for maintenance, security and facilities management services on school sites and premises and provide specialist support in a specific resource area.

To ensure cleaning is in accordance with specification.

To undertake and maintain the cleanliness and physical appearance/environment of the designated cleaning area – inside and out, which may include the maintenance of a swimming pool (if appropriate) and other specialist sports equipment in accordance with specified standards, where applicable.

To be responsible key holder and ensure security of the premises and grounds, it's contents including monitoring CCTV or surveillance equipment where appropriate.

Main duties and responsibilities

Portering duties within and outside the building location making arrangements where necessary for the movement of heavy furniture within the school.

To carry out various maintenance and repairs in the school e.g. redecorating and fixing, and to be responsible for the operation of a preventative planned maintenance programme.

To be responsible, in conjunction with the School Business Manager, for the administration and control of appropriate areas of the budget including monitoring and managing stock within an agreed budget, cataloguing resources and undertaking audits as required.

To use all equipment in a safe manner, undertaking safety audits of the premises and assist with relevant risk assessments as required.

Where appropriate, to liaise with the school meals service contractors in relation to their use of the site and provision of their service.

To assist the Head Teacher in the management, administration and operation of lettings system.

To establish constructive relationships with contractors and other agencies/professionals and Monitor/record performance against specified standards.

To advise the Head Teacher on matters relating to energy control and conservation
Where appropriate, to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the Head Teacher.

To be responsible for maintaining records, information and data (including electrical testing of portable electrical appliances) and producing analysis and reports as required.

Be aware of, comply with and ensure that all policies and procedures relating to Health and Safety and confidentiality are adhered to and report all concerns to an appropriate person.

To work as part of a team, to support colleagues and contribute to the vision and ethos of the School and be committed to personal development.

To undertake any other duties that are commensurate with the grade.

To reside in the on-site accommodation provided, where applicable.

To act as Fire Warden and assist with school fire-drills.

General

To attend training and administer basic first aid as and when required.

To maintain confidentiality relating to the staff and students of the school at all times.

To be flexible and motivated and able to follow instructions and remain calm in difficult circumstances.

To undertake all duties with full regard to the Health and Safety at Work Act.

To contribute to the overall ethos, work and aims of the School and Trust.

To participate in training and other learning activities and performance development as required.

To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.

To be aware of and support difference and to ensure equal opportunities for all.

This job description sets out the duties of the post at the time it was drawn up. The post holders may be required from time to time to undertake other duties within the school as may be reasonably expected, which are commensurate with the grade of this post.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

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Person Specification
Caretaker Level 3 – Grade 4

CRITERIA	ESSENTIAL OR DESIRABLE	HOW AND WHEN MEASURED *A/I/R/SP
QUALIFICATIONS		
An understanding of Health & Safety, Asbestos Management, Legionella Management, Fire Management, COSHH % RIDDOR regulations, applying knowledge gained as appropriate	E	A/I/R
Must be in possession of a full valid driving license.	E	A/I/R
KNOWLEDGE / SKILLS / ABILITIES		
Ability to work as part of a team or individually	E	A/I/R
Ability to develop good working relationships with all stakeholders	E	A/I/R
Ability to carry out maintenance and cleaning functions and associated duties to specified standards	E	A/I/R
Ability to use building cleaning materials and equipment in a range of situations (training will be provided where necessary)	E	A/I/R
Knowledge of moving and handling procedures and an ability to carry out tasks with regard to Health and Safety procedures	E	A/I/R
Excellent organisational skills to be able to plan and deliver programmes of maintenance	E	A/I/R
Caretaking/site-keeping experience in a school or similar environment	E	A/I/R
Experience of monitoring a budget and managing stocks/resources within an agreed budget	E	A/I/R
Good numeracy and literacy skills with an ability to keep accurate records	E	A/I/R
Willingness to develop knowledge of use of ICT and other specialist equipment/resources	E	A/I/R
An ability to undertake all the physical aspects of the job	E	A/I/R
Knowledge of Health & Safety and hygiene procedures and precautions	E	
PERSONAL STYLES / BEHAVIOUR		
To act with the utmost integrity at all times	E	A/I/R
Be committed to continuous service improvement.	E	A/I/R
To have a personal commitment to self-development.	E	A/I/R
To communicate effectively with all stakeholders in a friendly and professional manner	E	A/I/R
To maintain confidentiality relating to the staff and students of the school at all times	E	A/I/R
To be flexible according to the needs of the school	E	A/I/R
To be motivated and able to follow instructions	E	A/I/R
Ability to develop good working relationships with all contacts	E	A/I/R
To deal with any emergencies that may crop up in a calm manner and remain calm and in control in difficult circumstances	E	A/I/R
To contribute to the Catholic ethos of the school	E	A/I/R
To be committed to equal opportunities	E	A/I/R
To uphold all aspects of safeguarding	E	A/I/R
To be willing to consent to apply for an enhanced disclosure and barring service check	E	A/I/R
Tact and diplomacy in all interpersonal relationships with the public and colleagues at work.	E	A/I/R
Self-motivation and personal drive to complete tasks to required timescales and quality standards	E	A/I/R
The flexibility to adapt to changing workload demands and new organisational challenges	E	A/I/R
Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of service users	E	A/I/R
Ability to self-evaluate learning needs and actively seek learning opportunities.	E	A/I/R

***Application/Interview/References/Selection Process**

The CCCAT uses the appropriate CES application forms for each role advertised. This application should be fully completed and legible. **The supporting statement should be typed in Arial 12, not exceed 1300 words in length, be clear, concise and related to the specifics of the post advertised above in order to gain an interview**