

# ASHTON WEST END PRIMARY ACADEMY



## JOB DESCRIPTION

<b>Department</b>	ASHTON WEST END PRIMARY ACADEMY
<b>Job Title</b>	SITE MANAGER
<b>Grade</b>	GRADE D, SCP 15-18
<b>Primary Purpose of the Job</b>	MANAGE AND MAINTAIN THE SCHOOL SITE
<b>Responsible to</b>	THE HEADTEACHER
<b>Main purpose of the job</b>	To be responsible for all aspects of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the academy. This includes security. Cleanliness, portorage, monitoring of contractors, routine maintenance and refurbishment and minor repairs.
<b>General Responsibilities</b>	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 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 will be essential. 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 cleaning 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.

<b>MAIN DUTIES</b>	
1.	Supervise Health and Safety requirements in school and ensure that regulations are adhered to: <ul style="list-style-type: none"> <li>• Ensure that the school satisfies Fire Safety recommendations and to make Risk Assessment of fire hazard situations where necessary;</li> </ul>

- Ensure that all buildings and maintenance issues are attended to promptly and efficiently;
- Maintain a safe, clean environment for the benefit of all users of the school site;
- Liaise with building contractors and other agencies concerning repair and maintenance requirements in school;
- Ensure that the school receives best value in terms of price and quality on all building maintenance and security issues;
- Support the school and the governing body in promoting best practice in building maintenance or security issues;
- Carry out day to day maintenance of the school premises, internal fixtures. Fittings and furniture;
- As key holder, respond to emergency call-outs in the event of fire damage, burglary, floods etc.

With the support of the Head Teacher, the Site Manager will be required to:

- Supervise and manage the work of the cleaners ensuring that all of hours functions are covered;
- Advise the Head Teacher in relation to leave patterns, ensuring the needs of the school are met;
- Review work patterns and practices, complying with Health and Safety, COSHH and Fire Precautions regulations;
- Ensure that all relevant staff are regularly updated on procedures by attending courses provided by the LA or other suitably qualified training providers;
- Ensure that caretaking resources are maintained in good condition with adequate stock levels of consumables;
- Complete returns and reports as required by the Head Teacher;

Undertake and manage general site and caretaking duties shown below:

- Opening and closing of the school building at times determined by the Board of Governors, including ensuring that the fire and intruder alarm systems are fully operational;
- Monitoring the standard of work contractors who provide services to the school, e.g. cleaning, grounds maintenance and building maintenance contractors;
- Authorising and monitoring routine maintenance with approved contractors with the approval of the Head Teacher;
- In the case of emergency: defined as follows:

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.

The Site Manager is expected to take immediate decision and contact a contractor directly and to inform the Head Teacher.

- 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;
- Cleaning duties including litter, spot and emergency cleaning which may be necessary to maintain hygienic standards;
- Ensuring sufficient stocks of essential janitorial materials are maintained, e.g. soap, paper towels, toilet rolls, light bulbs etc.;
- Convey waste produce and paper to the appropriate central refuse area as required and ensure collection as necessary;
- Porterage/messenger duties both within and outside school premises;
- Movement of furniture and equipment around school;
- 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;
- Removal of debris and leaves from traps, downspouts, waste pipes etc., and ensuring that drains and manholes are clean and operational;
- Ensuring that waste pipes to all lavatory basins and sinks are cleared and clean;
- 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;
- To ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. boilers. Air conditioning units. Fire-fighting equipment etc., and result recorded;
- Ensuring the safe storage of any flammable/toxic substances on site;
- Checking fire equipment, test fire alarms and sounders weekly and take part in any fire drill.

At regular intervals:

- Check all fire fighting equipment in schools is maintained in operational condition (weekly);
- Clean all windows/glass surfaces which are not cleaned by contract window cleaners (termly);
- Sweep and clear car parks/playground areas to ensure they are always kept free from glass and other hazardous debris (termly);
- Clear litter or debris from all school grounds (daily);
- Remove graffiti whenever it appears (immediately);
- Maintain grounds and shrubs, beds and tubs not covered by the grounds maintenance contract (as necessary);
- Clean light fittings/shades (annually);
- To maintain all C.O.S.H.H. records;
- Other duties of a general site management nature that may be reasonably requested by the Head Teacher to meet the needs of the school.

This is not an exhaustive list of responsibilities and related duties and may be amended the discretion of the Head Teacher to meet the needs of the academy

**Valuing Diversity** - To be responsible for contributions to the achievement of the Academy Valuing Diversity Policy, both in your work and in your role as a Manager through the implementation of the supporting action plans. To provide a supportive open environment where all employees have the opportunity to reach their full potential. To ensure that the elected members are encouraged to share in and reflect policy in their work.

	<b>Developing Self and Others</b> - To use processes and put processes in place to generate a learning environment. To focus on the strengths and requirements of all individuals and enable them to further their skills and knowledge. To actively pursue your own development. To be self-aware and role model continuous self-development.
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<b>Date Job Description prepared/updated</b>	February 2018
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# ASHTON WEST END PRIMARY ACADEMY PERSON SPECIFICATION

**Job Title**                      SITE MANAGER

Disabled candidates are guaranteed an interview if they meet the essential criteria.

ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
<b>1. Skills and Knowledge</b>	
<ul style="list-style-type: none"> <li>• Relating to the Health and Safety at Work Act;</li> </ul>	Application Form/Interview
<ul style="list-style-type: none"> <li>• Experience of implementing directives the Health &amp; Safety at Work Act in a working environment;</li> </ul>	Application Form/Interview
<ul style="list-style-type: none"> <li>• Relating to Fire Precautions, Regulations and appropriate safety procedures;</li> </ul>	Application Form/Interview
<ul style="list-style-type: none"> <li>• Experience of implementing of Fire regulations in a working environment;</li> </ul>	Application Form/Interview
<ul style="list-style-type: none"> <li>• Relating to legionella and asbestos regulations;</li> </ul>	Application Form/Interview
<ul style="list-style-type: none"> <li>• Evidence of practical application of joinery/plumbing/building skills in a working environment;</li> </ul>	Application Form/Interview
<ul style="list-style-type: none"> <li>• Building trade experience in a specific area;</li> </ul>	Application Form/Interview
<ul style="list-style-type: none"> <li>• A flexible approach to maintenance and cleaning type tasks;</li> </ul>	Application Form/Interview
<ul style="list-style-type: none"> <li>• Experience of site management or similar role in a school environment or other organisation.</li> </ul>	Application Form/Interview

<p><b>Valuing Diversity</b> - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and helps to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.</p>	Application Form/Interview
<p><b>Customer Care</b> - Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users</p>	Application Form/Interview
<p><b>Developing Self and Others</b> - Coach and mentor others. Be willing to share learning and encourage others to do the same. Listen to others and respond to their needs. Apply a range of development activities to develop and train staff. Endorse the principles of Investor in People. Strives for improvement and take responsibility for own development. Be self-confident and lead by example.</p>	Application Form/Interview

<p><b>2. Experience/Qualifications/Training etc</b></p>	
<ul style="list-style-type: none"> <li>• Dealing with multi task situations in a building environment;</li> </ul>	Application Form/Interview
<ul style="list-style-type: none"> <li>• Dealing with operational site issues in a building or school environment;</li> </ul>	Application Form/Interview
<ul style="list-style-type: none"> <li>• Managing other people;</li> </ul>	Application Form/Interview
<ul style="list-style-type: none"> <li>• Experience involving working to deadlines or specific contract periods;</li> </ul>	Application Form/Interview
<ul style="list-style-type: none"> <li>• Working knowledge of a school site or other equivalent organisation;</li> </ul>	Application Form/Interview
<ul style="list-style-type: none"> <li>• Specific responsibility for a group of people.</li> </ul>	Application Form/Interview

<p><b>3. Work Related Circumstances</b></p>	
<ul style="list-style-type: none"> <li>• Ability to cope with physical demands of the job e.g. lifting, carrying</li> </ul>	Application Form/Interview
<ul style="list-style-type: none"> <li>• Good health record – good timekeeping</li> </ul>	Application Form/Interview
<ul style="list-style-type: none"> <li>• Able to work in a busy school environment and relate effectively with children and adults</li> </ul>	Application Form/Interview

Note to Applicants: **Please try to show in your application form, how best you meet these requirements**

**Date Person Specification prepared/updated**

February 2017

**Person Specification prepared by** A. Hulme