Fort Royal Community Primary School

**Job description**; Part time Site Manager, Scale 5

**Responsible To:** Business Manager/Headteacher

**Responsible For:** Assistant Caretaker(s), Grounds persons, cleaning staff and contractors on site.

**Line Manager:** School Business Manager (SBM), Headteacher

**Main Job Purpose:** To be responsible for all aspects of site management including a wide range of duties and responsibilities connected with the buildings, vehicles, grounds, fixtures and fittings. This includes security, cleanliness, porterage, monitoring contracts/contractors, routine maintenance and refurbishment, minor repairs, advising the School Business Manager/Headteacher on suggested improvements to the general school environment, to improve the productivity of site management and to carry out pre-planned maintenance programmes.

**Hours:** This vacancy is for part time working alongside another site manager, 2 days per week one day to be Friday the other to be agreed,14.5 hours per week, all year round. Shifts to be covered between 7am and 6pm, with support for lettings and events at weekends and evenings to be agreed. Hours worked during school holidays to be agreed with SBM dependant on school needs.

**Principal Contacts:** Pupils, teachers, reception staff, cleaners, grounds and caretaking staff, contractors.

**JOB RESPONSIBILITIES AND TASKS**

1. To ensure the management and maintenance of the school buildings and environment are undertaken effectively.
2. Leading, managing the assistant caretaking team to ensure smooth running of the school, ensuring the changing needs of the school are met through training and development of the premises team.
3. To monitor the maintenance and repair and cleaning budgets with the SBM.
4. To oversee and be responsible for the overall security of the site, its premises and contents liaising with Worcestershire County Council, emergency services as necessary.
5. To undertake regular security surveys and make recommendations.
6. To act as main keyholder, attending callouts and supervising access to the site outside normal working hours.
7. To ensure that the premises are opened prior to the start of the school day and secured at the end of it, with contingency plans for adverse weather. Ensuring all out of hour's activities at the school have a smooth operation, planning the opening, closing, equipment etc.
8. To be responsible for the use, maintenance and secure storage of plant and equipment based at the school.
9. To operate and monitor heating, plumbing and electrical systems in accordance with instructions and current safety legislation and ensure that the most cost-effective use is made of such systems.
10. To monitor and order supplies of consumables ensure that deliveries are made in accordance with invoices.
11. To oversee scheduled and routine maintenance liaising with contractors and suppliers as necessary, ensuring adherence to required guidelines. Developing a rolling programme of redecoration and refurbishment.
12. To order and supervise repairs or work in accordance with the schools' policies and act as project manager for small contracts and schemes. Assisting with the preparation of documentation for larger projects and tenders.

* To monitor standards of work undertaken by outside agencies providing routine reports.

1. To undertake and organise efficient and timely routine and ad hoc minor routine maintenance including plumbing, carpentry, electrical work, painting and general building work in accordance with instructions and current safety legislation utilising the school asset management system.
2. To undertake regular health and safety checks and inspections of buildings, grounds, fixtures and fittings, classrooms and premises including firefighting apparatus and other safety equipment in accordance with schedules etc Ensuring the site is checked weekly for hazards and fire safety procedures and processes are in place and actioned including fire drills.
3. To carry out regular risk assessments for premises in general and specific tasks, maintaining a register of all and health and safety of the site.
4. To ensure all hazardous chemicals are used safely and guidance followed for safe use.
5. To monitor and manage traffic on site ensuring optimum safety.
6. To develop and maintain a system for letting of grounds and buildings.
7. To devise and monitor schedules for regular cleaning of buildings and grounds and assist with cleaning tasks as necessary.
8. To supervise the cleaning and grounds maintenance staff (where applicable).
9. To ensure that cleaning is undertaken to a high standard and that current legislation in respect of health and safety and the handling of hazardous substances is complied with.
10. To assist in the recruitment and training of cleaning and grounds maintenance staff.
11. To devise and monitor schedules for the regular maintenance of the grounds and building surrounds, border and beds including planting and mowing and to assist with such work as necessary.
12. To monitor and report on the condition of the school minibuses and to arrange regular repairs, servicing and cleaning of the interior and exterior of the vehicles.
13. To undertake daily and weekly checks of the vehicles in accordance with the manufacturer's recommendations.
14. To keep a schedule for booking the vehicles and ensuring they are safe and roadworthy before driven.
15. To drive and co-ordinate driving of minibuses as required.
16. To support the operation of the holiday clubs.
17. To provide emergency/ad hoc cleaning as required.
18. To undertake routine maintenance of the hydrotherapy pool, ensuring relevant documentation completed.
19. *n.b. This list is not exhaustive*
20. *The post holder may be required to undertake such other tasks and duties appropriate to the level of appointment as the Headteacher may require. All parties share a responsibility for ongoing dialogue, to ensure that the duties outlined within this job description remain fair and reasonable and continue to be appropriate to meeting the needs of children and young people in the school.*
21. *The school reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.*

*      The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School’s Equal Opportunities Policy.*

*      The English fluency duty applies to this post. Person specifications should include that the postholder must have the ability to support pupils and staff through fluent and accurately spoken English*

* ***The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced Disclosure via the Disclosure & Barring Service.***

**Job Specification; Site Manager**

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|  | Essential | Desirable |
| Qualifications, experience, and training | * Site management or equivalent experience/caretaking/security * Relevant qualification and/or experience/practical skills in one or more of the following (or similar) areas: * Plumbing * Carpentry * Painting/decorating * Building work * Knowledge, understanding and (ideally) qualification in Health & Safety; manual handling and COSHH * Willing to undertake training where necessary and appropriate * Driving licence and preferably a D1 licence (to drive minibus) or willing to undertake test. * To be trained as a first aider. | * Knowledge and qualification in pool maintenance * Knowledge, experience & application of Statutory LA and Health & Safety regulations * Staff supervision * Qualifications and experience in work at height and risk assessment. * Playground inspector qualification. |
| Knowledge and Experience | * Experience of working in a school or similar establishment * Working in an environment subject to health & safety, hygiene, child welfare and protection regulations. | * Supporting the development of new systems and procedures in line with best practice * A good knowledge of current legislation and policy context, within which central & local government services are intended to operate * A good knowledge of school systems |
| Skills, Personal Qualities and Abilities | * Competence in ICT * Trustworthy, and reliable * Self-motivated. * Able to work with minimum supervision and problem solve. * Able to remain calm under pressure. * A high standard of communication skills with various stakeholders. * Demonstrate a sensitivity to and understanding of being part of a Special School and multi-cultural community * Willingness to undertake courses and learning to develop skills * Ability to organise, lead and motivate other staff * Organisation and communication skills * Work constructively as part of a team, understanding school roles and responsibilities and own position within these * Think strategically and write plans * Manage time effectively, organise & prioritise own and other’s workload to ensure objectives are fulfilled | * Able to think laterally & creatively devising effective solutions to complex problems and to instigate new ideas and approaches |

**Updated 25.3.25**