



Job information as shown on organisation chart

<p>Job Title: Site Manager</p>	<p>Post No: SMANb</p>	<p>Grade: HC6 equivalent+ call out</p>
<p>Organisational information:</p> <p>Responsible to: Director of Finance and Administration.</p> <p>Dimensions: <i>Working closely with the Director of Finance and Administration you will co-ordinate and complete site work as required. You will proactively work to resolve site issues including site requests from the site management system in a timely and effective manner. You will ensure the smooth running of the site and maintain the pleasing internal and external environment within the budget.</i></p> <p>Responsible for: Assistant Caretaker, cleaning staff.</p> <p>Key relationships/Functional links with:</p> <p><i>Internal:</i> Teaching staff, technicians and other non-teaching support staff, students</p> <p><i>External:</i> LA, suppliers of equipment and service representatives.</p>		
<p>Main Purpose of Job:</p> <p>To ensure a clean, safe maintained environment in the school and its grounds.</p>		
<p>Main Responsibilities / Accountabilities <i>The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation</i></p> <p>Site Managers will be required to:</p> <ul style="list-style-type: none"> • To clean areas as required and to keep the school grounds free from litter and rubbish. • Keep stock and storerooms clean and tidy, with storage of potentially hazardous substances complying with COSH regulations. To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports. 		

- Undertake minor building works, maintenance, repairs, and general duties.
- To undertake basic handyman duties as necessary (i.e. replacing light bulbs, securing broken windows).
- Ensure the school minibuses are maintained in a roadworthy condition and meet all legal requirements.
- To monitor all service contracts, ensure all contractors fulfil their contracts and their work to an acceptable standard.
- To set out and clear away chairs in the school hall as required.
- Develop schedules of work and obtain competitive quotes and tenders.
- To ensure, through liaison with the school's management team, that fire drills are carried out as necessary and that appropriate records are kept.
- Manage the school cleaners and supervise the grounds maintenance contract.
- Responsible for the training and supervision of cleaning staff and to organise routine and non-routine cleaning as appropriate.
- To undertake cleaning duties which occur during the school day and which cannot be left for cleaning staff.
- To immediately clear up any hazard to students and staff (i.e. spilt chemicals, broken glass).
- To clear up paved areas and playgrounds (i.e. by disinfecting drains, emptying litter bins and clearing grids).
- To undertake portage duties as required and to assist in the unloading of deliveries to the school and loading of deliveries from the school.
- To act as a schools health and safety officer and ensure the school complies with health and safety at work regulations to include weekly legionella, fire alarm and emergency light testing.
- Responsible for school security, to act as the main key holder, attend call outs, and carry out daily detailed security checks in and around the school grounds.
- To ensure that the school is unlocked before the school day begins and secured afterwards.
- Ensure familiarity with energy and water supply systems, and monitor energy supplies.
- Responsible for the use, maintenance and security of plant, machinery, equipment and electrical appliances based at school.
- Arrange testing of all portable equipment and keep record.
- Undertake safeguarding and any other necessary training at appropriate level to the role.

Other information:

- Disclosure type: enhanced.

General information:

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Employees are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

The post holder will promote Fairfield High Schools Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Fairfield High School Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of

the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name:

Line Manager Signature:

Date:

Date Job Description last reviewed:

September 2017



FAIRFIELD
HIGH SCHOOL

SITE MANAGER PERSON SPECIFICATION

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Job Title: Site Manager	Post No: SMANb	Grade: HC6 Equivalent + call out
All candidates will be considered on their ability to meet the requirements of the person specification	Essential criteria	Method of Assessment*
Experience	<ul style="list-style-type: none"> • Relevant experience such as cleaning, handyperson duties etc. • Experience with the building trade or the DIY industry. • Ability to work and liaise with different groups of people. 	AF, I
Skills and Abilities <i>Including personal attributes</i>	<ul style="list-style-type: none"> • The ability to carry out straightforward handyperson duties, and general building maintenance. • A good timekeeper. • An awareness of health and safety issues, including COSHH. • Attention to detail, particularly in relation to the security of the building (s). • Excellent communication and interpersonal skills. 	AF, I
Qualifications and Training <i>including professional qualifications</i>	<ul style="list-style-type: none"> • Willingness to undertake appropriate training, to acquire skills. • A current clean driving licence plus access to a car. 	AF, I
Other Factors <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i>	<ul style="list-style-type: none"> • A commitment to providing a high standard cleanliness and pleasant environment for students and staff. • To work in support of the ethos of the school. • To take responsibility of being the school key holder • Willingness to work unsociable hours and attend "call outs". • Police clearance 	I DBS check
Line Manager Signature:		
Date:		

*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed

September 2017