

Bettridge School

Job Description

**Name**

Post Site Manager

Grade H (Point Range 23–31)

Special Conditions

Full-time, 37 hours per week, 52 weeks per year. Flexible working hours are required on occasions throughout the year to suit the requirements of the school (including cover for absence, if necessary, on evenings and weekends). Any additional hours to be worked by agreement with the Headteacher or School Business Manager. There is a holiday entitlement of 24½ days per year plus bank holidays (after 5 years employment, 29½ days per year plus bank holidays). Holidays are to be taken by agreement with the School Business Manager taking into account specific periods where a member of the premises team must be on site.

Relationships

The post holder is responsible to the Operations Manager (OM)

Principal Contacts

Headteacher, Business Manager, Operations Manager, School Staff.

Responsible For

Caretaker, Lettings Caretakers and Cleaners

Purpose

Under the direction of the OM, to be responsible for providing flexible, efficient and effective running of the school premises, grounds and site to fulfil all school and community use of the school facilities. This includes all activities associated with security, safety and high quality cleanliness and maintenance of the school site. To have principal responsibility for security and health and safety; to be responsible for the provision of general services and energy, including the maintenance and operation of plant equipment. To undertake a range of duties concerned with the school premises and ancillary duties to support the operation of the school.

To provide written and oral reports at meetings, therefore, an excellent standard of written and spoken English is required.

To have the ability to respond flexibly to changing priorities and support all of the school's activities.

The school caters for children of all ages with a wide range of special needs and it is expected that all staff will interact appropriately and sensitively with pupils and colleagues.

Main Duties and Responsibilities:

Administrative Duties

- Familiarity with using ICT as a tool to communicate and to programme schedules of work
- To keep records of work undertaken by contractors (Log Book)
- To undertake and keep records and work schedules of all essential maintenance required by Government legislation, e.g. Portable and Fixed Appliance Testing
- To produce reports on maintenance issues for Governors' meetings, and attend meetings if required
- To be responsible for all necessary administration relating to all areas within the post holder's remit ensuring manual and computerised records and filing systems are accurate and up to date
- To be responsible for obtaining quotes for the purchase of materials for the maintenance of the site and buildings, ensuring that value for money is obtained
- To be responsible for maintaining a buildings maintenance manual
- To maintain premises Annual Maintenance Program for the building and plant or develop and implement, as necessary.
- Undertake regular monitoring of grounds maintenance and cleaning
- Using the building management software, monitor the use of gas and electricity to ensure the most economical use of the utilities. Also, monitor the use of water via periodic meter readings

Security

- To be the main keyholder for the building and to have overall responsibility for the supervision of the site and premises
- To be responsible for locking and unlocking of premises
- To have overall responsibility for the operation of security and fire systems, including routine checks as prescribed
- Carrying out security checks, including the site perimeter
- Checking that appliances are switched off as necessary
- Carrying out lettings cover when required due to staff absence
- To have principal responsibility for responding to emergencies affecting the school premises outside normal working hours and ensuring that arrangements are in place for the Assistant Caretaker to respond in your absence

Supervision/Personnel Management

- To have overall responsibility for the supervision and operation of cleaners in liaison with the OM.
- To supervise the Assistant Caretaker and Lettings Caretakers
- To be responsible for inducting new cleaning/caretaking staff, outlining clear expectations with regards to duties and performance
- To complete premises and cleaning staff performance management reviews and the setting of appropriate targets
- To be involved in the recruitment of premises and cleaning staff when required
- To delegate janitorial, portering, maintenance and safety tasks appropriately to ensure that the school is kept clean and safe.
- To be responsible for supervising contractors working on site, ensuring that they observe all relevant regulations, follow Health & Safety guidelines and school requirements, carry out work effectively and leave the area clean and tidy.

Health & Safety

- To be familiar with and assist with the implementation and monitoring of the school's Health & Safety policy and, where relevant, the Health and Safety manuals, guidelines and updated information from Gloucestershire County Council and the Local Education Authority
- As required within the school's policy, to undertake and record regular Risk Assessments
- To be responsible for ensuring that regular (termly) fire drills are carried out on a whole-school basis, and that only the Leadership Team and OM have knowledge of these in advance
- Act as the lead fire warden during fire evacuations
- To participate in school emergencies as required, including co-ordinating arrangements, locating pupils and relevant staff, providing contact details and completing necessary documentation
- Advise on the closure of the school during inclement weather
- To be one of the points of contact for staff wishing to report hazards or unsafe practices
- As part of the supervisory duties, the Site Manager will be responsible for the safety of staff under his/her control by ensuring the operation of safe working practices and the correct use of plant and equipment
- Safe storage of all cleaning and COSHH materials

Lettings

- To be responsible for ensuring that lettings are appropriately serviced in accordance with the school's policy
- To liaise with the Assistant Caretaker and Lettings Caretakers in relation to lettings duties throughout the week, as appropriate
- Liaise with the OM to plan all shift patterns to provide cover for events and leasing arrangements, annual leave and absences. This may include cover by the post holder.
- To liaise with the OM in relation to weekly lettings booked, arrangements made, cancellations or other relevant matters.

Heating System

To have overall responsibility for the operation of the school heating system, including:

- Checking operation & maintenance of boiler/heating plant(s)
- Cleaning filters in fan convector heaters
- Carrying out routine maintenance as prescribed and ensuring that maintenance contracts are fulfilled
- Ensuring that Biomass fuel is monitored and ordering through the automatic sensor system
- Carry out regular checks on water temperatures throughout the building
- Reading meters, completing fuel usage returns and ensuring compliance with Display Energy Certificate legislation
- Carrying out energy conservation measures where appropriate

Maintenance of Premises and Furnishings

To have overall responsibility for, and to undertake where appropriate, a range of duties to assist in the day to day maintenance of the school premises and furnishings, including:

- Advise on and manage the maintenance program, alterations and additions, including obtaining costings and quotes, checking works and certifying invoices for work done.
- Organise specifications for larger works, obtain estimates and direct works (ensuring health and safety regulations are adhered to)
- Provide information on state and condition of furniture and fittings
- Arrange for routine/annual checks to be made to equipment and organise repairs as required

- Undertake repairs and maintenance work including carpentry, plumbing, joinery, tiling and general handyman duties
- Renewing light bulbs, fluorescent lamps and cleaning fittings
- Reading electricity, gas and water meters and completing returns
- Carrying out minor repairs to premises, e.g. replacing washers, missing screws in hinges and catches, repairs to broken windows, clearing blocked sinks, replacing toilet furniture
- Carrying out all daily and weekly maintenance checks as necessary and ensuring that maintenance contracts are fulfilled (including basic safety systems, sprinklers, generator, etc)
- Undertaking internal decoration of buildings
- Assembling 'flat pack' furniture
- Carrying out minor day-to-day repairs and renovation of loose and fixed furniture
- Collect and dispose of refuse and recycling in and around the school premises
- Liaising with school staff, contractors and the County Council

Upkeep of External Areas

To have overall responsibility for, and to undertake where appropriate, external maintenance, duties including:

- To carry out minor repairs to paths, paving, fences and gates (advise on condition of these and order work where agreed)
- Keeping external areas free from litter and debris by removing litter, leaves, grit, etc, from hard surfaces (e.g. playgrounds, car parks, hard surface sports areas) and sweeping play bark back into the appropriate areas
- To carry out grounds maintenance work such as cutting grassed areas, maintaining trees and shrubbery, using equipment and tools ensuring safe practice at all times
- Regular maintenance of landscaped areas, hand weeding/cutting back where necessary in all areas and borders. Weed treating of hard surfaces such as the car park and paths.
- Carry out regular checks of play equipment to ensure equipment is in good working order.
- Watering specified areas during periods of dry weather to ensure plants thrive
- Ensuring that gutters, drain pies, rainwater gullies and grease traps are kept clear by undertaking regular and routine clearance of these to ensure that they are kept free flowing and if necessary, arranging for contractors to undertake the work
- Cleaning out waste bins, grills, etc
- Assisting in the disposal of waste and keeping the bin store in tidy condition
- Sweeping external hard play areas and paths weekly
- Pressure washing relevant surfaces annually to ensure they are clean and safe
- Ensuring that main entrances and paths are clear of snow and applying grit and salt in winter and, where possible, ensuring that the car park is cleared and safe. Order salt as necessary
- Painting lines, etc, on hard surface areas

Swimming Pool

- Undertake regular treatment and cleaning of the swimming pool.
- Ensure that pool chemicals are ordered when required.
- Ensuring cleaning of pool surround, changing rooms, etc, to ensure that a high standard is met.
- Liaising with the Assistant Caretaker, Lettings Caretakers and cleaners to ensure that a suitable cleaning regime is in place to fit around lettings booked.
- Regular clean of pool and changing room floors during the day and prior to lettings to ensure surfaces are safe
- Removing and replacing cover daily to ensure energy conservation.
- Carrying out routine testing including transporting samples to laboratory on a weekly basis

Cleaning

- Managing the work of cleaning staff so that they can access all areas and locate cleaning materials and equipment.
- Supervising the cleaning schedules and carrying out daily cleaning checks to ensure high standards are met.
- Ensuring cleaning materials and school supplies are stored in a safe and orderly way in locked cupboards provided.
- Carrying out emergency cleaning duties arising during the school day.
- Cleaning carpets in classes and other communal areas on a rota basis
- Ensuring soap dispensers, hand towels, toilet paper, etc, are replenished as necessary.
- Liaising with the OM including a monthly walkaround to check cleaning standards

Minibuses

- Supporting the use of buses by removing/replacing seats as necessary (notice to be given by staff)
- To ensure that the school minibuses are maintained to the required standard, that the necessary regular checks are carried out and to liaise with the appropriate agency regarding servicing, MOTs, etc.
- Minor maintenance of the school minibuses as required such as checking oil, water, windscreen wash, washing, cleaning interior, etc.

Other Janitorial and Support Duties

To have overall responsibility for, and to undertake where appropriate, the following:

- Assisting with delivery and general distribution of school supplies in liaison with the OM and Admin Staff
- Assisting with manual tasks which support classroom activities
- Ensuring school domestic supplies are ordered as appropriate
- Attending to maintenance contractors on site
- Moving furniture as requested, within Health & Safety guidelines, eg. setting out and clearing away chairs for assemblies, moving classroom furniture, deliveries, etc.
- Arranging disposal of refuse through normal services, including clinical waste disposal and liaising with the appropriate agency if there are concerns or problems
- Ensuring waste is segregated in compliance with regulations and recycled where practical and possible
- Driving the school minibuses as required, subject to DVLA protocols
- Ensuring that any Health and Safety issues are reported to the OM or Health & Safety Co-ordinator
- Contributing to risk assessments
- Other duties arising from the use of the premises

Miscellaneous

- Monitor and store securely the equipment provided to you for the purpose of your work to ensure that it is kept in full working order
- Ensure availability of adequate supplies of all materials necessary to undertake the duties of the post
- Make daily inspections of the site, inside and out, to make sure that all equipment is safe and that the removal of any dangerous materials or objects takes place
- To keep up to date with current legislation regarding the duties of the post and undertake appropriate training where necessary/required.
- The post holder has no direct financial responsibilities but will discuss regularly with the OM on allocation and spend of maintenance budgets
- The post holder will have responsibility to agree and manage maintenance programs including repairs and re-decoration in discussion with the OM
- The post holder will have weekly meetings with the OM to discuss premises issues and a regular walk around of the site to discuss areas of concern and ensure the premises are to the standard required

Customer Care

- To treat pupils, parents, staff, visitors and contractors with care, consideration and courtesy in accordance with the schools ethos and values
- To present high standards of personal appearance in accordance with the schools ethos and values
- To promote a favourable image of Bettridge School to all building users in all aspects of the Site Manager role

This job description is not necessarily a comprehensive definition of the post and the postholder may be required to undertake such other tasks appropriate to the level of the appointment as the Headteacher, School Business Manager or OM may require. It may be reviewed annually or earlier, if necessary, and may be subject to modification or amendment after consultation with the post holder.

The post holder may be required to hold the County Council's Minibus Driver's certificate and undertake any other training as is necessary, such as safe use of pesticides, pool plant operators course, PAT testing, etc.

Signed

Date



Essential requirements:

- experience and proven efficiency in carrying out caretaking duties
- the ability to work effectively with minimum supervision and on own initiative
- the ability to complete, maintain appropriate records, produce reports and develop programmes
- the ability to be able to identify and implement new procedures
- the ability to effectively monitor standards of work
- considerable DIY experience at the level of minor maintenance
- skills in plumbing, electrical work, carpentry/joinery, tiling, painting, to a competent DIY standard
- the ability to manage, motivate and supervise a team, delegating duties to meet deadlines and appropriate standards
- the ability to prioritise, work flexibly and manage conflicting workloads and achieve deadlines
- familiarity with Health & Safety legislation and requirements, or a commitment to achieving this
- to respond quickly and effectively to emergencies or disruptions
- willingness and ability to liaise and communicate effectively with colleagues
- good communicator, excellent standard of written and spoken English; computer literate, use of email, internet, word, excel
- good organisational skills
- sound planning, negotiation and influencing skills together with the ability to gather information, analyse data and problem solve
- ability to communicate effectively with contacts outside school
- experience of working as part of a team and willingness to do so
- willingness to seek ways to improve systems and procedures
- commitment to supporting the schools aims and objectives
- ability to advise relevant staff on appropriate training/development
- experience of operating heating systems and plant
- must enjoy working as part of a team, be adaptable and supportive of colleagues
- valid driving licence
- DBS

Desirable qualities and skills:

- qualifications/skills/experience in the areas of building maintenance/ carpentry/ plumbing/ electrical work/ grounds maintenance/ decorating/motor maintenance
- site management experience, preferably, though not essentially within an educational establishment
- experience of supervising staff and dealing with difficult situations when managing conflicting personalities
- qualification as a County Council minibus driver

Personal Attributes:

- have good interpersonal skills and the ability to build and form good relationships with pupils, colleagues and other professionals
- the ability to improve own practice/knowledge through self-evaluation and learning from others
- have a good work ethic
- highly organised with good administrative skills
- effective in working within busy, demanding environments with conflicting demands
- desire to enhance and develop skills and knowledge through CPD
- evidence of excellent attendance and punctuality record
- be trustworthy, dependable and honest
- be physically fit and healthy
- have a high standard of professional pride
- maintain confidentiality