



Site Manager

Scale 5

Job Description

Haughton School is a primary special educational needs provision for children with moderate to severe learning difficulties and complex needs. Children also have additional needs that may relate to communication & interaction difficulties, social, emotional and mental health difficulties, sensory and physical / medical needs.

Job Purpose
To be responsible for the security and maintenance of the whole school site and to ensure that the school complies with all current legislation relating to site safety and management. To promote and participate in achieving the most efficient and economic use of the school premises, plant, equipment and materials.
Major Tasks
• To be a key holder for the school and to be responsible for the routine and non-routine (emergencies) opening and closing of the premises • To manage the site contractors and link with caretaker and cleaners • To be accountable for the general maintenance and upkeep of the site and buildings, managing building repair works in liaison with the School Business Manager, keeping accurate logs, records and reports. • Taking responsibility for the security of the site from the start to the end of the school day. • Responsible for monitoring and maintaining the school minibus to ensure it is clean, safe and well maintained (including daily checks, maintenance, MOT, service, lift and weight checks). • MIDAS driver as required. • Playing a key role in Health and Safety of the school and its users. • Ensure that maintenance and enhancement comply with relevant Building and Health and Safety regulations. • Ensure effective arrangements for the security of the premises and contents, including setting night security systems and responding to emergencies affecting the school premises outside normal hours. • Ensure arrangements are in place to keep the buildings clean, in good order and decorated as required by developing a rolling programme of repairs and maintenance work. • In conjunction with the School Business Manager/Headteacher, carry out a general risk assessment for the premises and ensure that specific risk assessments are carried out for tasks performed by premises staff. • Assist and participate in the organisation and movement of furniture within the school. • Ensure that all furniture arrangements and accommodation requests are in place on time, especially for parent meetings and including erection and dismantling of staging for school productions. • Provide accurate details to the School Business Manager for costs relating to works and maintenance. • Maintain the school grounds to a high standard ensuring grounds are litter free. Where required, liaise with contractors and maintain cost-effective schedules. • Ensuring leaves are swept and drains are kept clear.

- Manage all contractors on site, ensuring that all health and safety requirements are met including following safeguarding guidelines, monitor their performance and inspect completed work.
- To play a key role in the management of the fire alarm testing and drills
- To carry out emergency cleaning duties as directed by the School Business Manager or other designated person.
- To ensure that the COSHH register is accurate, up to date and meets all statutory requirements.
- Ensure minor repairs to site are completed: furniture and fixtures (i.e. not requiring a qualified tradesperson) and maintenance of the building and site.
- Operate systems such as heating, cooling, lighting and security (including CCTV and alarms).
- Weekly safety checks to outdoor areas (including playground, MUGA and forest school)
- Carry out PAT testing across the school.
- Collect and assemble waste for collection
- Carry out monthly meter readings for Gas, Electricity and Water
- To meet regularly with SBM to discuss duties
- An awareness of health and safety in all areas of work
- Maintain entries, as required to essential documentation; including Asbestos log book, Risk Assessments, Job Quotations, System Checks
- Prepare with School Business Manager Termly report for governors for Health & Safety Committee

Contacts & Relationships

- This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English, as stated in the person specification
- Communicate to relevant people in the organisation responsibilities and liabilities for meeting legal, regulatory and internal requirements for health and safety
- Maintain excellent working relationships with pupils, staff, governors, parents, other professionals and all visitors to the school
- Establish constructive relationships and communicate with contractors and building professionals.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- To ensure that confidentiality is maintained with any interactions with others within and outside of the school e.g. parents and carers, at all times. Any queries should be directed to line managers and this applies when employed and post-employment.
- The post holder must provide high standard of care to pupils and follow safeguarding procedures.
- Will have contact with staff, parents, students, members of the local community, contractors, Local Authority and outside agencies.

Creativity

- Contribute to the planning, development and organisation of support service systems/procedures/policies.
- Monitoring projects and contracts in a planned way.
- Resolving problems and assessing risks.
- Ensuring that the organisation meets the required standards for Health, Safety and Security and that robust monitoring takes place in order to secure the highest standards and seek continuous improvement.
- Assessing the systems and resources required to meet health & safety and ensuring they are in place.
- Organise visits by contractors to ensure minimum disruption to the school.
- Manage manual and computerised record/information systems.

Undertake research and obtain information to inform decisions.
Decisions
- The post holder will make decisions based on the situation presented by contractors and staff when working without direct supervision of their line manager. Decision making will always be within the context of the school ethos and policies. - Contribute to the written health and safety policy that aims to minimise risks to others and the environment by regular risk assessment update. - Identifying where improvements can be made to health and safety and recommend actions for change. - The post holder works under the direction of their line manager(s). - The post holder will be able to contribute constructively to decision making processes and policy making processes that are the responsibility of school leaders and governors. - The post holder must understand the fire drill and emergency evacuation procedures
Management & Supervision
- To work with, and provide support to Caretaker - When required, will assist staff, and supply staff, to ensure that consistency is maintained, and the health and safety of the children is ensured.
Supervision Received
- The post holder is responsible to the headteacher or school business manager as relevant to the duty or task. - The post holder has an annual appraisal. - The post holder's work is supervised by the School Business Manager/Headteacher
Complexity
- To be able to work effectively with all staff, children and visitors to school where required. - To understand and follow school policies and complex health and safety policies/legislation - Undertake caretaking procedures including use of hand tools.
Resources
- Security of the buildings and grounds - As a key holder, to be responsible for emergency call-outs in the event of fire damage, burglary, floods etc - Opening and closing the School at times determined by the School Business Manager/Headteacher, ensuring that the fire and intruder alarms are fully operational and set
Impact
- Pupils and staff will be safe at all times - Pupils and staff health and wellbeing needs will be met. - The school ethos and aims are upheld.
Physical Demands
- Post holder needs to be physically and emotionally fit to be able to carry out the skills needed for the post. - Movement of furniture and equipment. - Clean windows/ glass surfaces which are not cleaned by contract window cleaners - Sweep and clear the car park/ play areas to ensure that they are kept free from glass and other hazardous debris including litter picking from all school grounds/ areas - Clear walkways of snow, and gritting as required.
Working Environment
The role requires the post holder to work indoors and outdoors.
Other
The postholder will be expected to carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.

The postholder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.

The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.

Person Specification

Criteria	Standard
Qualifications	• NVQ level 3 in a related subject, or equivalent • Willingness to undertake training programmes as required for the job e.g. COSSH, risk awareness, fire safety, ladder training, asbestos awareness, etc • Full UK driving license • MIDAS trained (or willingness to complete) • PAT testing (or willingness to complete) • First aid at work/paediatric first aid/emergency first aid (desirable)
Experience	• Experience of carrying out minor building repairs and maintenance. • Experience of managing a building, ensuring compliance with legislation. • Experience of working within a school setting (desirable). • Experience of managing staff (desirable).
Knowledge	• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. • Understanding of health and safety within a school context.
Skills	• Effective use of specialist equipment/resources. • Proficiency in IT packages, particularly Microsoft Office. • Ability to relate well to children and adults. • Work constructively as part of a team and on own initiative; understanding school roles and responsibilities and your own position within these. • This is a manual job and it is important to have the physical stability, flexibility and skills to do the job. • Be fit and able to lift appliances unaided. • To be able to work at height with the use of ladders when necessary. • Able to operate electronic maintenance equipment. • Develops good relationships with others by behaving with integrity, treating people with respect and leading by example. • Ability to self-evaluate learning needs and actively seek learning opportunities. • Ability to work under pressure with several conflicting demands and tight deadlines. • Ability to simplify/differentiate language to the assessed ability of individual pupils. • The ability to be alert and vigilant to potential situations arising.
Personal style & behaviours	• The post holder will need to be caring, resilient, approachable, sensitive, empathic and able to maintain confidentiality.
Fluency Duty	This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure that members of staff in such roles can have a command of spoken English which is sufficient to enable the effective performance of their role.

	The post holder needs to communicate effectively and appropriately with parents, staff and children
Political Restrictions	This post is not politically restricted.

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We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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Type of criminal records checks required for this post	Ticked as required
None	
Basic Disclosure	
Standard Disclosure	
Enhanced Disclosure	Y
Working with Adults - Regulated Activity	
Working with Children - Regulated Activity	Y

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>