

Job Description

Job Title	Site Manager
Responsible to	Headteacher & Bursar
Working hours	40 hours p/w
Contract Type	Full Time, Permanent, all year around

JOB PURPOSE

To ensure that school facilities are always maintained at high standard for learning to take place effectively.

KEY TASK AREAS & RESPONSIBILITIES

Responsible for:

- To assist and liaise with Bursar to ensure that school is fully compliant in all areas of Health & Safety
- To manage and lead the facilities team and provide day to day supervision for planned and responsible repair and annual inspection programmes, domestic tasks and minibs maintenance.
- To obtain maximum economy and efficiency in all works
- To be responsible for the coordination of the relevant areas of the capital and operational expenditure
- To monitor and audit schedules of work and the quality of completed projects
- To ensure that the facilities provided are always of a high standard and that the facilities team exercise their full responsibilities, duties and tasks.
- To ensure Health and Safety legislation and procedures are always complied with including health and safety plans, risk assessments, fire alarm tests and regular update of record files for inspection by the Regulatory Body and in accordance with company policies
- Always operate in accordance with Company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations and Staff Conduct policy.

Compliance:

- To liaise with external providers to ensure cost effective contracts are in place and reviewed regularly
- To prioritise and organise planned and responsive repairs and maintenance work.
- To ensure risk assessments, COSHH and procedures are in place and in accordance with Company standards
- To ensure all equipment and chemicals are always used and handled correctly, in accordance with manufacturer's instructions and COSHH Regulations as set out in Company policies.
- To advise and support the team with issues relating to Health and Safety, food hygiene, fire management and building-related technical matters
- To develop maintenance programmes to cover responsive, cyclical and planned maintenance and repair works

Job Description

- To support the development and introduction of monitoring systems and recording for Health and Safety and evidence for the Regulatory.
- To maintain H&S Software is always updated with compliance documentation.
- To ensure that company vehicles are maintained and in good state of mechanical repairs and regular inspections.

Maintenance:

- To drive the minibus as required and ensure minibus is always kept clean and tidy.
- Carry out a wide range of day-to-day- maintenance tasks such as basic plumbing, carpentry, minor electrical repair, painting, decorating, general handiwork including grounds.
- To co-ordinate housekeeping duties, to ensure that external contractors are always maintaining high quality of service.
- To respond to repair requests, assess work needed and ensure that repairs are undertaken.
- Oversee fire safety management, including evacuation drills and equipment checks.
- To ensure that the purchasing of all cleaning and maintenance/grounds supplies is undertaken to assist in the smooth running of all specified areas.
- Oversee and assist the Bursar in contract management related to buildings, grounds and Cleaning.
- Swimming Pool management – assist the Sport team to ensure that the pool is safe and always maintained safe.
- Oversee and support the delivery of Lettings of the building and grounds as required.

Staff:

- Report issues that have arisen in the day promptly to the line manager
- Ensure staff always follow OFG and School policies and procedures and feeding back as and when necessary
- Support all staff and ensure their safety and well-being.
- Ensure that staff exhibit the values set out by the OFG's and uphold standards of behaviour in accordance with Company policies.

General:

- Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
- Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
- Report issues and/or incidents relating to staff and Service Users that have arisen in the day promptly to the relevant Line Manager or appropriate person
- Participate in training including First Aid and take responsibility for personal development.
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body
- Work to promote the school as a valued, professional asset within its community and always conduct themselves in a manner that reinforces the school's professional image.
- Ensure that all actions are in the interests of the Service Users and the Company.

Job Description

- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices
- To carry out any other reasonable and relevant duties as required within the scope of Site Management responsibilities.
- Be a key holder of the school, ensure building is always safe and secure.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.

PERSON SPECIFICATION

Experience	Essential	Desirable
Relevant experience of managing a team		✓
Experience at management level in an education setting		✓
Experience of leading and managing maintenance projects	✓	
Experience of costing work, purchasing and working within budgets	✓	
Experience running and maintaining pool plants operations	✓	
Skills		
Good knowledge of maintenance, catering and domestic practices including the use and storage of relevant products	✓	
Good knowledge of devising and implementing effective systems of working	✓	
Ability to work independently and as part of a team	✓	
Effective leadership skills		✓
Ability to motivate a team and individuals	✓	
Effective communication skills, verbal and written	✓	
Good IT skills	✓	
Good organisational and time management skills	✓	
Practical skills across general maintenance roles	✓	
Qualifications & Training		
Willingness to work towards other relevant qualifications as required	✓	
Undertake relevant group induction training on commencement	✓	



Outcomes
First Group

Job Description



Milbourne Lodge School
ad optima petenda

Relevant Health & Safety Qualification	✓	
Other		
Commitment to the values of the Organisation	✓	
Driving licence and access to a car	✓	

