

URSULINE HIGH SCHOOL
SENIOR SITE MANAGER
JOB DESCRIPTION

Post Title: Senior Site Manager

Grade: ME9, points 23 – 25, £29,766 - £30,708

Responsible to: Headteacher

Date: June 2019

Main Purpose

To maintain the school estate to the highest standards within a set Budget, manage a team of three staff to carry out a range of duties, which contribute to the overall maintenance, cleanliness, safety, security and lettings of the school grounds, buildings, facilities and equipment.

Main Accountabilities

- To manage and ensure the security of the school premises at all times.
- To ensure the premises are open for use when required and to secure the premises at the end of each day.
- To be the major nominated key-holder being able to respond for emergency call out when necessary.
- To ensure the site remains a safe environment at all times, working collaboratively with the Health & Safety Officer.
- To create and maintain an Estates Management Programme [building maintenance programme, inclusive of painting] in conjunction with the Headteacher and Governors.
- To negotiate the renewal and management of all maintenance contracts.
- To ensure the lighting and heating of premises are functioning properly.
- To maintain the cleaning by liaising with the cleaning contractor.
- To be the budget holder for building maintenance, grounds maintenance, security etc.
- Liaise with the school's partner's premises hirers in order to ensure that an excellent service is provided.
- Manage the induction, training, performance and deployment of premises staff.

Maintenance

- To create an annual maintenance plan for the school.
- To ensure all general maintenance work is completed to a high standard including painting, basic carpentry, plumbing and electrics and on time.
- To liaise/negotiate quotes and manage working of contractors.
- To ensure portable appliance testing is completed annually.
- To ensure the school grounds are tidy and safe.
- To ensure the maintenance of all grounds equipment.
- To assist with management of furniture stock, equipment, room setting as required.
- To identify and carry out first line repairs where required.
- To monitor the day-to-day performance of the contract cleaning company in accordance with the prescribed specification and to report to the cleaning company if these are not done.

Security

- Responsibility as first key holder for the site and undertake associated all out duties.
- Notify the police, obtain crime numbers and secure buildings as necessary.
- Monitor on site traffic reporting any issues to school leaders including morning gate duty.
- Responsibility for security of buildings and contents
- Ensure CCTV cameras are functioning correctly in office.

Lettings/Contractors

- To work with the Lettings Manager for all buildings in the school and to maximise the income and use of the school premises. Liaise with the hirers and keep lettings records.
- To ensure that the site is available for out of school activities, including setting up of equipment/furniture as required.

Health & Safety

- In conjunction with the Health & Safety Officer, carry out regular Health & Safety inspections and tests of the school premises, maintaining appropriate written and electronic records of the outcome of those inspections.
- To report any serious defects or breaches of Health and Safety to the Health and Safety Officer and Headteacher, undertaking appropriate risk assessments of those defects, so that they may be remedied as quickly as possible.
- To ensure a warm, safe and clean environment for all site users.
- As far as is practicable, to ensure that security arrangements for the premises are followed and that the appropriate Health & Safety procedures are observed by everyone who works or visits the school site.
- To take all reasonable steps to maximize the safety of students, staff and members of the public.

- To check the safe operation of all mechanical, electrical and potentially hazardous equipment, fixtures, substances or materials within the schools establishments.
- To ensure the safe disposal of any hazardous materials/products twice weekly.
- To maintain risk assessment and keep up to date records for water testing, fire testing and emergency lighting weekly.
- To ensure boiler is checked daily and contractual maintenance of heating system.
- To ensure that fire and other safety/emergency equipment is in good order, reporting all defects and making appropriate arrangements for the relevant (utility) provider to carry out repairs and servicing as required.
- Operate and respond to alarm system when appropriate.
- Liaise with police, security and surveillance contractors.
- Provide emergency access to the school site.
- To test fire alarm weekly.
- To carry out snow clearing and gritting.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the appropriate person.

Record keeping

- Alongside regular record keeping of the standard checks, maintain appropriate records and certification of works in support of all areas of accountability set out in this job description.

Mini Bus

- Where appropriate to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required.
- The Senior Site Manager may be required to drive the schools mini buses, as long as they have the correct driving license.

General

- To ensure all rubbish and broken furniture is removed from the building to be disposed of.
- To be available to perform shift work to facilitate Governors' meetings and other school events.
- To ensure toilets and all teaching and communal spaces are clean and manage supplies of products [light bulbs and toilet roll] to ensure smooth running of the school.
- To undertake emergency cleaning as and when necessary.
- To help sweep the playground weekly and to clear playground of litter, animal excrement and empty outside bins on a weekly basis.
- To maintain good relationships with all site users, including parents, the community and contractors.
- Understand and comply with all school policies and procedures, in particular Child Protection, Health, Safety and Security and Data Protection.

- To implement the School's equal opportunities policies and to work actively to overcome and prevent discrimination on grounds of race, gender, disability, sexuality or status in any part of the School's services.
- Contribute to the overall ethos/work and aims of the school.
- To be willing to attend training/Inset and assist in the supervision, training and development of staff.
- To be responsible in conjunction with the Director of Finance for the administration and control of appropriate areas of the budget.
- Attend weekly briefing meeting. Check weekly blue briefing and ensure all forthcoming events are set up in accordance with needs, e.g. exams, parents' evenings, UPA events etc.
- To line manage and task other members of the site team.
- To carry out any other duties as may be required to meet the needs of the school as directed by the Headteacher.