

**URSULINE HIGH SCHOOL**  
**SENIOR SITE MANAGER**  
**JOB DESCRIPTION**

**Post Title:** Senior Site Manager

**Grade:** ME9, points 23 – 25, £30,585 - £31,557

**Responsible to:** Site Manager, Business Manager & Headteacher

**Date:** April 2021

**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 Responsibilities**

- To contribute to the overall Ethos of the School
- To manage the team and always ensure the security of the school.
- As a nominated key holder, you will be responsible for the opening and closing of the school site.
- Always ensure the security of the site.
- Be able to respond to an emergency call out as and when is necessary.

**Specific Duties**

- To ensure all school policies are adhered to. To comply with policies and procedures relating to child protection, health and safety, security, and confidentiality, reporting all concerns to the appropriate person.
- To be actively involved with all health and safety issues as and when they occur.
- To be available to perform shift work to facilitate Governors' meetings, Parent evenings and other school events.
- 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.
- Attend weekly briefing meetings. To check briefing notes each week and the school calendar to ensure all forthcoming events are set up in accordance with needs, e.g., exams, parents' evenings, UPA events etc.
- To ensure the lighting and heating of premises are functioning properly.
- To maintain the cleaning by liaising with the cleaning contractor. To ensure all rubbish and broken furniture is removed in a timely manner to co ordinate emergency cleaning as and when needed.
- To be the budget holder for building maintenance, grounds maintenance, security, and Health & Safety. To work closely with the Business Manager to ensure budgets are reviewed regularly and controlled accurately.
- To line manager the site team and manage the tasks of all members.
- To assist in the supervision, training, and development of the site team.
- To implement the School's equal opportunities policies and to work actively to overcome and prevent discrimination of grounds of race, gender, disability, sexuality, or status in any part of the School's services.
- To ensure regular check are undertaken and reported on the Minibus.
- To carry out other duties as may be required to meet the needs of the school by the Headteacher or Business Manager.

### **Health & Safety**

- To carry out periodic Health & Safety monitoring inspections of the school premises.
- Written records must be maintained and filed appropriately with outcome of those inspections.
- Issues should be dealt with and remedied as quickly as possible, communicating with the Business Manager and Headteacher on more serious issues and possible solutions.
- Risk assessments of all areas of the site must be completed and updated. All due care must be taken to ensure all works carried out are done safely.
- Training on general health & safety must be completed. For the site team this includes fire management, working at height, electrical safety, water management, asbestos awareness, and manual handling.
- To ensure the safe operation and maintenance of all mechanical, electrical, and potentially hazardous equipment.
- To ensure all fire and other safety/emergency equipment is in good order. To report defects and make arrangements for the relevant suppliers to carry out repairs and servicing.
- Ensure all hazardous substances are properly stored and locked away and that risk assessments COSHH has been completed.
- Ensure Contractors adhere to the policy and submit work permits, hot permits, insurance, and equipment details if necessary. All paperwork needs to be readily available for all site team staff.
- To test fire alarm weekly. To be able to operate and respond to the alarm system when appropriate.
- To ensure a policy is updated on snow clearing and gritting.
- To report any breaches of Health & Safety to the Business Manager or Headteacher.

## **Lettings/Hiring Duties**

Hiring of the main school occurs most evenings and Saturdays.  
Responsibilities include:

- Ensure lettings are managed in a professional manner and an excellent service is provided.
- Ensure School Policies are adhered to by the users.
- Key holder for all lettings as and when is required.
- To be available to open and close the school within flexible working times.
- To set up rooms as required in the Letting Contract.