



<b>PPAT Education</b>	
<b>JOB DESCRIPTION</b>	
<b>Job Title:</b>	Site Manager
<b>Reports To:</b>	Headteacher
<b>Grade:</b>	TBC dependant on school size (liaise with Trust Finance Manager)
<b>Main Purpose of Job</b>	
To ensure secure and well-maintained grounds and buildings and the good working order of all services, equipment and furnishings contained within as directed by the school and always following Health and Safety requirements, across all the schools.	
<b>Main Responsibilities and Duties</b>	
<ul style="list-style-type: none"> <li>• Undertake a range of maintenance, decoration and minor repairs to equipment, buildings and grounds where no specialist knowledge is required</li> <li>• In conjunction with the Trust Health and Safety Officer contact and manage contractors, both scheduled and reactive, to comply with health and safety requirements</li> <li>• Ensure safety hazards are dealt with in a timely manner</li> <li>• Check the grounds and perimeter and rectify issues as necessary</li> <li>• Ensure all areas of the site are accessible to all users at all times</li> <li>• Keep entrances, paths, access ways and playgrounds clear, clean and tidy. Deal with ice and snow clearance, including the application of grit</li> <li>• Manage waste and recycling on site in preparation for collection</li> <li>• Set up for meetings, school events as required</li> <li>• In conjunction with the Headteacher, and in advance of school holidays, prepare a repair and maintenance schedule</li> <li>• Undertake other related tasks as required</li> <li>• Undertake all necessary external clearing and cleaning requirements such as pressure washing, leaf clearing, , exterior window cleaning , sweeping paths and perimeter, keeping drains clear etc where no specialist knowledge or equipment is required</li> <li>• Ensure an adequate supply of materials and equipment is available each day for the caretaking of the site</li> <li>• Schedule workload and duties in conjunction with the Headteacher</li> <li>• Undertake all health and safety training as required</li> <li>• Undertake all health and safety checks, requirements and admin according to the Trust schedule in conjunction with the Trust Health and Safety Officer</li> <li>• Maintain records of equipment and materials as required by the school and COSHH</li> <li>• Observe the requirement of Health and safety, including COSHH, at all times</li> <li>• Ensure equipment, furniture and building faults are reported and rectified as soon as possible</li> <li>• Operate and supervise safe working environments for people still in the building (display appropriate safety signs)</li> <li>• Ensure any equipment is of a suitable type and in serviceable condition</li> <li>• Ensure safeguarding procedures are implemented to protect pupils, staff, visitors and yourself</li> <li>• To undertake any other duties commensurate with the role</li> </ul>	
<b>Supporting processes</b>	
Work to strict deadlines within well-known routines. Under the guidance of your line manager, consider priorities within the daily and weekly routines taking account of the conditions found on the day. Be flexible within work routines to ensure that the highest quality of cleaning is achieved and maintained.	
<b>Decision Making</b>	
Liaise with the Headteacher for work priorities and schedules	
<b>Contacts and relationships</b>	
<ul style="list-style-type: none"> <li>• A positive and collegiate working relationship with all other colleagues.</li> <li>• Manage and meet with contractors.</li> </ul>	

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:	
<b>Job Holder:</b>	<b>Date:</b>
<b>Line Manager:</b>	<b>Date:</b>

JOB SPECIFICATION		
	<b>Essential</b> We are looking for someone who has:	<b>Desirable</b> It would be great if you also have:
<b>Professional qualifications</b>	<ul style="list-style-type: none"> <li>• Basic training and/or sound experience in one or more of the following: general maintenance, plumbing, electrical/building maintenance, heating systems, grounds work</li> <li>• Computer literate with good working knowledge of ICT including using the internet and Microsoft office suite</li> </ul>	<ul style="list-style-type: none"> <li>• Have worked in an environment using similar skills</li> <li>• Experience or expertise in DIY</li> <li>• Relevant qualification or training in First Aid and/or Health and Safety</li> <li>• AMP knowledge</li> </ul>
<b>Professional experience</b>	<ul style="list-style-type: none"> <li>• An understanding that the needs and safety of the children and staff are of prime concern</li> <li>• Work effectively both independently and as part of a team</li> <li>• An awareness of the need for strict hygiene and cleaning standards</li> <li>• Experience of taking responsibility for the security of a building</li> <li>• Experience of managing COSHH</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of primary school caretaking</li> <li>• Working in a school environment/site management</li> </ul>
<b>Professional knowledge and expertise</b>	<ul style="list-style-type: none"> <li>• Good organisational skills</li> <li>• Ability to prioritise, plan, schedule and meet deadlines and evaluate work</li> <li>• Ability to be proactive and work on own initiative and manage own workload, within a budget</li> <li>• Ability to manage a small team</li> <li>• Commitment to the security and wellbeing of the school</li> <li>• A willingness to undertake as necessary training in all aspects of the job including health and safety</li> <li>• Good written and verbal communication skills</li> <li>• Ability to drive and hold a clean driving license</li> <li>• Ability to carry out minor DIY work</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of security systems</li> <li>• Some evidence of administration skills e.g. Record keeping, time sheets etc.</li> <li>• Knowledge and experience of Health and Safety regulations</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Enthusiasm</li> <li>• Flexibility</li> <li>• To be a proactive member of the school community</li> <li>• Hard-working</li> </ul>	<ul style="list-style-type: none"> <li>• An interest in professional self-development</li> <li>• A willingness to contribute to the wider life of the school</li> </ul>

	<ul style="list-style-type: none"> <li>• Common sense and initiative</li> <li>• Ability and commitment to contribute fully to the tasks in school</li> <li>• To uphold the ethos of our school</li> <li>• Fit and able to carry out duties</li> <li>• Ability to work at high levels with appropriate equipment</li> <li>• Ability to deal with some manual handling</li> </ul>	
<b>References</b>	<ul style="list-style-type: none"> <li>• Positive recommendation in professional references</li> <li>• Satisfactory health and attendance record</li> </ul>	