



## **GRAVESEND GRAMMAR SCHOOL**

<b>Title:</b>	Site Manager
<b>Salary:</b>	Scale 9 point 29 - 33
<b>Conditions:</b>	37 hours per week, 52 weeks per year
<b>Line led by:</b>	School Business Manager

### **KEY PURPOSE OF THE JOB**

To lead and manage the facilities services ensuring compliance, safety and a high standard in all areas to Parents, Staff and Students

### **MAIN DUTIES:**

#### **SECURITY OF THE PREMISES**

- To ensure that the premises are unlocked and locked daily at the times specified through liaison with the Site team.
- To ensure that all fences and borders are secure and undamaged at all times
- To ensure that Intruder and Fire Alarm Systems are maintained and serviced as per recommended guidelines
- To ensure that the Site and Grounds teams are aware of their responsibilities with regard to setting of the alarms, testing the alarms and for dealing with defects
- To prevent trespass on school premises and grounds
- To prevent unauthorised parking of vehicles
- To ensure that all lock catches are in good working order
- To provide 24-hour responsibility for security

## **MANAGEMENT OF THE SITE TEAMS**

- To co-ordinate the site team to ensure that the site has cover during the hours required
- To ensure that the site team has the skills and resources required to complete the tasks
- To direct, manage and motivate site staff and to have a direct hands-on involvement as well as managerial role.
- To maintain a good working atmosphere and team spirit by motivating, instructing, and delegating responsibilities to staff.
- To liaise with the Business Manager on the development of the staff and the completion of their staff review meetings. To maintain a register of skills and ensure that training records are updated on a regular basis
- To manage the Cleaning team, monitoring standards to ensure the best possible cleaning standards throughout the site.

## **HEALTH AND SAFETY**

- Manage and monitor the site activities and physical progress of work for site safety, in line with quality and environmental responsibilities
- Ensure H&S training for Site/Grounds/Cleaning Teams is up to date and arrange new/refresher training
- Ensure H&S policies are always adhered to by Site/Grounds/Cleaning Teams
- To undertake risk assessments and health and safety audits for all areas within the school. Report on findings to the Business Manager
- To ensure all cleaning chemicals comply with COSHH
- To ensure that all external contractors follow Health and Safety procedures detailed in the contract specification and that any shortfalls or risks are dealt with promptly
- To ensure by regular inspection, that mechanical cleaning aids and access equipment are in a safe working condition
- To carry out regular inspections of handheld firefighting equipment and report missing or used appliances
- Ensure the fire evacuation policy and lockdown policy is written and all staff are aware of the procedures.
- To ensure the provision of safe access to the premises by clearing adequate paths and ensuring the use of salt during freezing winter weather

## **MANAGEMENT OF CONTRACTS**

- Liaise with external contractors to obtain quotes for work required, to include writing builder's specification where applicable
- To ensure that a highly skilled and disciplined workforce is employed by all the contractors and that safe systems of work are applied
- To monitor the work of contractors and to advise the Business Manager that payments for invoices can be made
- To give advice on specification for minor building works

## **MAINTENANCE OF THE PREMISES**

- To carry out the forward planning and regular inspection of repairs and maintenance to all premises and plant related matters
- To organise a rolling maintenance programme for the school to ensure continued high standards of repair/decoration
- To liaise with the site staff about maintenance tasks which can be dealt with on an in-house basis and to agree a time schedule for completion
- To implement a system for school staff to report defects and deciding on how work should be prioritised. To monitor the progress of the system to ensure that it works for the benefit of the site. To communicate with the users on ideas for improvements
- To read and monitor all meters (gas and electricity) in the school and advise the Business Manager
- To be on call and carry out procedures in the event of fire, breaking and entering, accident or major damage
- To carry out minor or temporary repairs on a regular basis including repairs to furniture
- To keep a log of all maintenance work undertaken
- To keep flat roofs and gutters free of moss and other debris
- To ensure that high standards of cleaning are maintained at all times
- To ensure the regular cleaning takes place and cleaning staff are managed.

## **LETTINGS**

- To ensure that the buildings and equipment are available for groups hiring the school buildings
- To ensure the buildings is supervised and security is maintained throughout the lettings
- To ensure any damage reported is dealt with in a timely manner and costs incurred reported to the Business Manager

## **SCHOOL MINIBUS**

- The oversight of all matters associated with the school minibus, including roadworthiness, insurance, tax, servicing and the daily/weekly maintenance check of the school minibuses

## **PORTERAGE**

- To take delivery of stores, materials and other goods and storing or distributing them as appropriate. Dispatching goods from the school. Ensuring that adequate supplies of site materials are available and ensuring that all site/grounds/cleaning equipment is in a safe and working condition
- To ensure the routine and non-routine moving and setting out of furniture and equipment as directed including furniture for assemblies, lettings, meetings and public examinations

## **MISCELLANEOUS**

- To observe the School's Code of Conduct and be polite and punctual
- To assist in such duties and activities relating to the general administration and control of the school as the Head teacher and/or Business Manager shall from time to time reasonably require
- To carry out Performance Reviews for Site Team annually
- To advise other schools within the Trust and provide support as necessary
- To be computer literate to include Word, Excel, Email and Internet in line with the Trust Acceptable User Policy.
- To be involved in training/INSET activities as identified at annual review.
- To be a qualified first aider and administer as necessary
- To support the School Business Manager as required
- To cover other areas of Student Services in event of staff absence

## **NOTES:**

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Signature of Line Manager:

\_\_\_\_\_ Date: \_\_\_\_\_

This job description will be reviewed annually as part of your Professional Review Meeting.

**PERSON SPECIFICATION**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	Educated to GCSE Level or equivalent	Higher level qualification in Literacy and Numeracy  First Aid Qualification
<b>Skills and Abilities</b>	Competent use of Microsoft Office including Word, PowerPoint, and Outlook  Excellent attention to detail	
<b>Special Knowledge and Personal Qualities</b>	Ability to work under pressure.  Ability to work independently and use own initiative.  Able to deal with difficult situations effectively  Ability to organise, lead and motivate other staff.  Understand and support the importance of physical and emotional wellbeing of students.	
<b>Approach to Work</b>	To be highly motivated and committed.  To maintain confidentiality.  Willingness to participate in ongoing professional development.	

<p><b>Code of Practice on English Language Requirements</b></p>	<p>Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.</p> <p>Ability to choose the right kind of vocabulary for the situation in hand without a great deal of hesitation.</p> <p>Ability to listen to stake holders and understand their needs.</p> <p>Ability to tailor your approach to each conversation to be appropriate to the stake holder, responding clearly with fine shades of meaning, even in complex situations.</p>	
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September 2023