

A Community Seeking Excellence for All

Excellence: every person, every day



Robert
May's
School

Job Title: Site Manager

Hours: 37 hours per week, all year round

Working hours: Monday – Friday 8am - 4pm, (some flexibility will be required)

Salary: £26,544 - £29,583 pa

Main Job Purpose

- Be responsible for the security, safety, maintenance and facilities services of the school. To provide at all times a safe, efficient and effective learning and working environment for students and staff.
- To supervise and organise, on a daily basis, the members of the site team to ensure the site is fully able to support educational provision.
- Be responsible for promoting health and safety throughout the school and to support department managers in establishing and maintaining a safe, healthy environment, consistent with legislative requirements and good practice.

Key Objectives and Responsibilities

- As a main key holder to be responsible for the security of the school premises and ensuring arrangements are in place to respond to out of hours emergency and call out; to ensure adequate cover for any periods of staff absence.
- To ensure implementation of the School's Health and Safety policy as it relates to the premises; this will include the identification and removal of hazards, the regular inspection of equipment used by site staff or others to ensure it is in safe working order, and undertaking where required regular Health and Safety inspections and risk assessments.
- To coordinate the timely completion and effective recording of Health and safety checks, inspections and services carried out by the Site Team. To take responsibility for the management of the schools Premises Management Software. Where required, and within own capability advise on relevant health and safety issues.
- To provide and review a comprehensive and up to date procedures manual for the Site Team, to ensure the consistent and effective response to incident i.e. power failure. To complete / review risk assessments, audits and surveys relating to site operations, producing resultant action plans and ensuring the timely completion and recording of remedial actions.
- To assist the Estate Manager with scheduling the completion of actions and recommendations from external audits, assessments or surveys. To be aware of the recommendation of the Schools Estate Strategy and the Long Term Maintenance Plan and work to achieve the successful completion of these recommendation /actions.

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Robert May's School is a company limited by guarantee and registered in England and Wales with company number 7875747. The registered office is Robert May's School, West Street, Odiham, Hook, Hampshire RG29 1NA.

VAT Reg Number: 141579017

- Line management of the Site team. Ensuring continual coverage within specific times during both term time and school holidays. Carrying out performance management and ensuring that staff receive appropriate and adequate training. Ensuring effective and efficient deployment of staff. Operating and co-ordinating shift patterns as necessary to cover site supervision/locking/unlocking duties.
- To monitor alarm systems and fire safety equipment and take appropriate action, working with contractors to rectify any issues.
- To ensure compliance by all site staff of policies and procedures relating to health and safety, child protection and confidentiality.
- To proactively organise and carry out various planned and reactive maintenance duties, and minor decoration and improvement works to ensure that the general upkeep and maintenance of the premises is to the highest standard, as agreed with the Estates Manager or Director of Finances and Resources. Use the on-line systems to track maintenance requests, actioning and updating requests from staff and providing feedback. To carry out minor repairs or arrange for them to be completed by outside contractors.
- To be responsible for identifying maintenance requirements, through awareness of daily operations and by undertaking regular and thorough recorded site inspections of the premises and grounds to assess for minor work or repairs to be carried out.
- To maintain property related documents and records for compliance purposes using on-line management systems to track, update and record site repairs and compliance records.
- Coordinate works that cannot be done in-house, ensuring that the school procedures for procurement are followed with regard to quotations and work specifications.
- To support the Estates Manager with the supervision and performance monitoring of contractors including cleaning and grounds maintenance contracts, liaise with external contractors and other relevant persons on the school site for repair and maintenance purposes and, where appropriate, monitor and record the safety of their working practices and/or quality of work, having regard to the school environment.
- To operate and maintain heating plant and light systems and undertake monitoring of fuel and water usage.
- Be responsible for the Site team Event Planner and organisation of manual tasks required in connection with the setting up, and moving of, equipment for school functions and ensure that appropriate manual handling training is provided to all relevant staff.
- To work with the Community Lettings Officer in the management, administration and operation of the lettings system, ensuring that a quality service is provided to hirers of school premises.
- To be responsible for the general tidiness and safety of the outside areas, e.g. the removal of litter, gum and graffiti from paths and hard surfaces; to keep surface drains free of obstruction; to ensure pedestrian access in periods of severe weather conditions, treating main entrances and paths with salt/grit as appropriate.
- The post will involve frequent lifting and moving of furniture and equipment in and around the school premises; also physical effort involved

in various repair and maintenance activities. Working out of normal hours (evenings/weekends) will be required to cover any absence of the site team and to support the site team with evening events.

- Manage the school minibus(es), servicing, refuelling and MOTs, and effectively communicate the availability of minibuses to the Administration Team who oversee minibus bookings. Maintain the register of eligible drivers in line with all statutory requirements.
- To carry out COSHH Assessment on products relating to site operations and maintain safe and secure systems for the storage, use and disposal of substances and materials around the school site.
- To ensure that the school complies with the practical advice and guidance of the HSE ACOP L8, through routine on-site and external contractor testing and service visits, and the recording and rectification of any remedial actions.
- Cleaning and maintenance duties may involve dealing with blocked drains and toilets, including clearance of vomit or excrement; also use of materials subject to COSHH.
- Site maintenance activities will require some outdoors work in adverse weather conditions, including the provision of safe access to school buildings when snow or ice problems occur.
- Carrying out any other duties which may reasonably be required by the Estates Manager, Headteacher, Director of Finances and Resources, or other members of the Leadership Team
- To deputise in the role of Fire Safety Coordinator in the absence of the Estates Manager

Conditions of Employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The postholder is required to support and encourage the Trust's ethos and its objectives, policies and procedures as agreed by the Board of Trustees.
- To ensure confidentiality appropriate to working in a school/business environment and to adhere to all policies.
- To uphold the Trust's policy in respect of child protection matters.
- The postholder shall be subject to all relevant statutory and institutional requirements.
- The postholder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.
- All staff participate in the school's performance management/appraisal scheme.