



## Job Description Site Manager

**Grade** Grade E Scale [Point 11-17](#)

**Hours** Full Time (split shift)

**Primary Purpose of the Job**

- To open and close the school premises.
- Carry out maintenance tasks and ensure our services and schedules are up to date.
- To ensure we are compliant in all aspects of Health and Safety.
- To provide a welcoming and safe environment for all pupils, staff, and visitors at all times.

**Responsible to principal**

- Principal/ Estates Manager

**Responsibilities**

- Health & Safety; Maintenance and Security; Facilities management
- To ensure all required record keeping and reporting is up to date

### MAIN DUTIES

- Opening and closing the school premises, ensuring the security of the building. Under direction open and close gates at specified times.
- To be the designated key holder to provide access and attend to emergency call outs outside of normal school hours.
- A flexible approach to working hours may be required at times of work e.g. due to parents' evenings and governor meetings etc.
- Arrange emergency repairs with external contractors as required in liaison with the Principal.
- To carry out minor repairs not requiring a contractor and to undertake decorating and improvement work as directed.
- Conduct regular routine health and safety compliance checks as listed within school calendar e.g. fire alarms, legionella testing, PAT testing, and routine maintenance schedules.
- To ensure the school premises is health and safety compliant at all times, including safe access to the premises for the school community in all adverse weather conditions.
- In conjunction with the Principal, regularly carry out a risk assessment of the site and keep appropriate records.
- Ensure that all escape routes and potentially hazardous areas are kept free from obstruction.
- Ensure that inflammable materials for use around the site are safely stored and advice is given on the storage of combustible materials.
- Ensure that dangerous substances and equipment are used and stored safely, in accordance with COSHH regulations.
- Risk Assessments and COSHH Assessments are up-to-date, and staff are trained in their use.
- To maintain the school grounds daily as requested by Principal. For example: ensuring that all areas within and leading up to the site boundary, i.e. playground, toilets paths, car park, are kept clean, tidy and free from rubbish and litter; gardening etc.
- To ensure safe disposal of rubbish and waste material as per the Disposal policy.
- Ensure bin collection is maintained weekly and keep the area tidy and clean.
- To prepare and tidy rooms/halls for meetings, assemblies and other activities.

- Check all areas of school are appropriately prepared for use at the start of the school day e.g. paper towels/soap/toilet rolls, wipes are replenished daily and order stocks when required.
- Take delivery of goods, moving and lifting duties
- Regular audit of the service providers including the cleaning company and feedback to the Principal.
- Comply with school policies and procedures relating to child protection. Report all concerns to the appropriate person (as named in the policy concerned).
- To attend relevant courses and staff training as required.
- Contribute to the overall ethos/ work/ aims of the School and Vantage Academy Trust.
- Be enthusiastic, willing and keen to learn.
- To undertake all duties in a courteous professional manner.

**Commitment** - Our commitment is to invest in people and train them to their full potential in the role they undertake. To support and listen to new ideas and embrace change for the good of the school and trust.

**Develop oneself and others** - To make every effort to access and develop your full potential to embrace change and support us in the future growth of the trust. Spend time with your leading site manager to identify your development needs through your personal development plan. To share your learnings with others and to take part in the school's system of annual appraisal of performance to develop you.

**Valuing Diversity** -To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect, and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

**Safeguarding** – Vantage Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Customer Care** - To provide quality services that our customers want and need. To give customers the opportunity to comment or complain if they need to. To work with customers and do what needs to be done to meet their needs. To inform your line manager about what customers say in relation to the services delivered.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.



## Person Specification Site Manager

### STAGE ONE

Disabled candidates are guaranteed an interview if they meet the minimum essential requirements

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT
SKILLS AND COMPETENCY		
1.	Experience of maintaining buildings to a required standard	Application form
2.	Handy person or DIY experience	Application form
3.	Experience of supporting cleaning teams and other cleaning duties	Application form
4.	Previous experience of caretaking/grounds maintenance in a school or similar environment or transferable skills	Interview/ Application form
5.	ICT skills – Microsoft Office	Interview/ Application form
6.	Able to communicate effectively with children, staff, parents, external contractors and the wider community	Interview/ Application form
7.	A commitment to continuing training and professional learning, training and development as required.	Interview/ Application form
8.	Able to relate well and communicate with others	Interview/ Application form
9.	Able to listen to and gain the respect of others	Interview/ Application form
10.	Adaptable, with a willingness to embrace change	Interview/ Application form
11.	In sympathy with the vision, aims and ethos of the school	Interview/ Application form

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT
<b>CORE ORGANISATIONAL COMPETENCIES</b>		
	<p><b>Valuing Diversity</b> Listen to and support the diverse contributions made to the school/setting Without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how valuing diversity and inclusion can improve our ability to deliver better services and reduce disadvantage.</p> <p><b>Caring for Customers</b> Network with others to develop services for the benefit of the school community.</p> <p><b>Developing Self and Others</b> Be willing to share learning and encourage others to do the same. Listen to others and respond to their needs. Strives for improvement and take responsibility for own development. Be self-confident and lead by example.</p> <p><b>Health and Safety</b> Ability to identify risk to self and others when undertaking work activities and appropriate actions needed to minimise risk.</p> <p><b>Confidentiality</b> Acknowledge the need to maintain confidentiality at all times and to become aware of the National, Local Authority, Trust and School policies on Confidentiality, and the management and sharing of information.</p> <p><b>Energy Efficiency</b> Be aware of the energy efficiency issues in own area of work and throughout the organisation</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>

STAGE TWO	To be used in the event of a large number of applicants meeting the minimum essential requirements	
ADDITIONAL/ DESIRABLE REQUIREMENTS		METHOD OF ASSESSMENT
1.	Experience of supervising staff	Interview/Application form
4.	Ability to maintain a sense of humour	Interview/Application form
5.	Display energy and enthusiasm	Interview/Application form
6.	Be a supportive and pro-active member of a team	Interview/Application form

Note to Applicants: **Please try to show in your application form how best you meet these requirements**