

## All Hallows Catholic High School Grade Profile – Site Manager (Grade 6)

<b>POST TITLE:</b>	Site Manager
<b>GRADE:</b>	Grade 6
<b>CAR USER:</b>	Essential
<b>LOCATION:</b>	All Hallows Catholic High School
<b>RESPONSIBLE TO:</b>	Business Manager
<b>STAFF RESPONSIBLE FOR:</b>	School caretaking and cleaning team / Cleaning Contract
<b>JOB PURPOSE:</b>	<b>The main objectives to be achieved by the Postholder</b>
<p>Will undertake a full and pro-active role in the development of the school and use of premises by the local community. As a member of the School Management Team, to contribute ideas and strategies and provide an active input in relation to all matters concerning the premises/site. To organise and manage the premises, taking the lead on all site-related matters, including managing the caretaking/cleaning operations of the school//monitoring contract compliance, to the agreed quality standards, taking a lead role on Health &amp; Safety, reporting to the Health and Safety Committee and ensuring security of the site and related resources, ensuring risk assessments are undertaken, training is provided to staff, and statutory regulations are complied with.</p>	
<b>MAIN ACTIVITIES</b>	<b>What the Postholder will actually do</b> <b>What prescribed duties the postholder will have</b>
<p><b>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with the lower graded Site Supervisor posts</b></p> <p><b>Security</b></p> <ul style="list-style-type: none"> <li>- Act as key holder and carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm(s);</li> <li>- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations;</li> <li>- Dealing with enquiries from officers and employees of the Local Education Authority, workers and contractors and managing contractor activity on-site.</li> </ul> <p><b>Supervision</b></p> <ul style="list-style-type: none"> <li>- To organise and manage the work of the caretaking and cleaning team;</li> <li>- Undertake recruitment, selection, induction and appraisal of caretaking and cleaning staff and allocate duties and hours of work;</li> </ul>	

- Planning own work and that of assistant(s) and cleaning staff (issues relating to supervision/ management of staff);
- Provide/arrange the appropriate induction and training of assistant(s) and cleaning staff;
- Monitor the progress of the Caretaking team and identify appropriate training and development opportunities for team members to increase the effectiveness of the function.

### **Maintenance**

- To monitor the work of the caretaking, cleaning and maintenance staff, to ensure that the school buildings and premises are kept to a high standard of cleaning and repair and are safe for staff, pupils and visitors;
- To assume initial responsibility for the resolution of all site-related issues and to identify and prioritise maintenance requirements and prepare and organise annual maintenance programmes;
- In accordance with any existing Service Level Agreement with LCC Property Group, draw up, or assist in the drawing up of site maintenance plans and specifications for work to be undertaken by contractors and arrange for works to be undertaken;
- Monitoring the progress of projects involving outside contractors;
- Monitoring the grounds maintenance function, including managing the contract for the provision of grounds maintenance where one exists;
- Monitoring and ensuring the cleanliness of the school premises and furnishings, including managing the cleaning contract where one exists;
- Ensuring that all caretaking equipment is in a safe and working condition and arranging for their repair as appropriate;
- To arrange for the caretaking team (including the postholder) to carry out first-line repairs which are not beyond the competence of the staff concerned.

### **Other duties**

- Testing portable electrical equipment if trained and accredited to do so;
- To manage the out-of-school hours letting of the school premises;
- Maintenance of inventory in respect of equipment. Carrying out an annual check of equipment against the Inventory;
- To investigate opportunities for recycling of the school's waste, and offer advice and guidance to school staff on appropriate recycling systems;
- To act as the school's energy manager, monitoring energy costs and ensuring conservation of energy through efficient procedures and systems;
- By involving pupils and staff of the school, to constantly seek ways of improving the working surroundings and of managing the premises in a more efficient and cost-effective way;
- To undertake training as appropriate.

## **Health & Safety**

- To be responsible for all aspects of Health and Safety connected with the school premises and site, including the completion of appropriate risk assessments, and ensuring compliance with all statutory regulations;
- Ensuring the implementation and compliance with appropriate Codes of Practice throughout the school (in relation to premises and caretaking/cleaning issues) in liaison with the Health and Safety Committee for the school;
- Monitoring the appropriate Health and Safety procedures in use in the school and reporting any issues to the Health and Safety Committee for the school;
- To attend meetings of the Health and Safety Committee of the Governing Body and consult with governors on matters relating to premises/site;
- To develop and implement policies and procedures in the area of Health and Safety within the school;
- To ensure that the appropriate staff within the school are fully aware of CoSHH legislation;
- To design and deliver Health and Safety training for staff within the school;
- To act as Health & Safety Officer for the school;
- To undertake regular testing of the school burglar and fire alarm system, and to maintain appropriate records in relation to this.

## **Finance**

- To be responsible for monitoring the delegated maintenance budget and regularly reporting budgetary information in relation to this to the Headteacher;
- To develop and promote the school premises to the outside community.

## **General**

- To fully participate in the School's appraisal scheme where appropriate;
- The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

<b>Note:</b>	<b>In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.</b>
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## **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

## **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

## **Safeguarding Commitment**

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Attendance**

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

# Lancashire County Council

Person specification form		
<b>Post title:</b> Site Manager	<b>Grade:</b> Grade 6	
<b>Directorate:</b> Children and Young People	<b>Post number:</b>	
<b>Establishment or team:</b>		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
<b>Qualifications</b>		
NVQ Level 3 qualification in Caretaking (or equivalent)	D	AF/I
NVQ Level 4 qualification in Caretaking/Site Management (or equivalent)	D	AF/I
Full driving licence (at School's discretion)	D	AF/I
<b>Experience</b>		
Experience of working as a caretaker or site supervisor	E	AF/I
Experience of supervising staff	E	AF/I
Experience of writing maintenance programmes	E	AF/I
Experience of planning and programming work	D	AF/I
Experience of budget management	E	AF/I
Experience of designing and delivering training	D	AF/I
Experience of managing contractors	D	AF/I
Experience of working within a school	D	AF/I
<b>Knowledge, skills and abilities</b>		
Ability to operate at a level of understanding and competence equivalent to NVQ Level 4 standard	D	AF/I
Ability to organise, lead, motivate, manage and develop a team	E	AF/I
Ability to resolve conflict	E	AF/I
Ability to develop effective working relationships	E	AF/I
Attention to detail skills	E	AF/I
Ability to work as part of a team	E	AF/I
Excellent oral and written communication skills	E	AF/I

Flexible attitude to work	E	AF/I
Ability to work in an organised and methodical way	E	AF/I
Ability to pro-actively engage with the local community	E	AF/I
Time management skills	E	AF/I
Ability to contribute ideas for developing the site	E	AF/I
Ability to monitor performance and ensure contract compliance	E	AF/I
Excellent customer service skills	E	AF/I
Knowledge of Health & Safety legislation	E	AF/I
Knowledge of CoSHH legislation	E	AF/I
Knowledge of processes for engaging contractors	E	AF/I
Knowledge of Recruitment & Selection procedures	D	AF/I
Excellent numeracy skills	E	AF/I
Basic DIY, maintenance and repair skills	E	AF/I
Ability to use powered tools and equipment relevant to the role (e.g. drill, floor buffer)	E	AF/I
IT skills (i.e. working knowledge of spreadsheets, databases, word processing packages)	E	AF/I
Effective administrative skills	E	AF/I
<b>Other</b> (including special requirements)		
1. Commitment to safeguarding and protecting the welfare of children and young people	E	AF/I
2. Commitment to equality and diversity	E	AF/I
3. Commitment to health and safety	E	AF/I
4. Commitment to undertake relevant development	E	AF/I
5. <b>Willingness to work occasionally outside of contracted hours (e.g. Parent evenings, lettings)</b>	E	AF/I
6. Willingness to respond to emergency callouts	E	AF/I
7. Satisfactory attendance record/commitment to regular attendance at work	E	AF/I
<b>Note: We will always consider your references before confirming a job offer in writing.</b>		