

## Horton Park Primary School Outline Job Description

<b>POST TITLE:</b>	<b>SITE MANAGER</b>
<b>GRADE:</b>	<b>BAND 7, SCP 11-17</b>

### **GENERIC INTRODUCTION:**

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. Horton Park Primary School is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
4. Horton Park Primary is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

### **PRIME OBJECTIVES OF THE POST:**

Under the guidance of appropriate senior staff: be responsible for compliance, maintenance, security and facilities management services on school sites and premises and provide specialist support in a specific resource area be responsible for the maintenance of a clean and hygienic school interior.

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

### **EFFORT DEMANDS:**

- Will work under own initiative with minimum supervision, managing conflicting priorities and referring only extremely complex issues to a member of the senior leadership team.
- Will contribute to the planning, development and organisation of systems/procedures/policies.
- Will be responsible for the development and operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for work or repairs required to be carried out to maintain safe and satisfactory conditions (including all school compliance checks, fire safety and electrical equipment) and to maintain appropriate, accurate records.

- Will undertake the procurement of school related site works and ordering of associated stocks and supplies ensuring that there are adequate levels at all times to meet the needs of the school within budgetary parameters. Taking delivery and arranging for the storage of materials, stores and other goods.
- Will ensure all contractors on site are managed and delivery works in line with school policies and HSE regulations.

## **RESPONSIBILITIES:**

- Will have an in-depth knowledge of and ensure compliance with policies and procedures relating to child protection, health, safety and security and confidentiality at all times, reporting all concerns to an appropriate person.
- Will promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times. *(This responsibility is shared during normal school hours with the Headteacher, but is the potholder's sole responsibility whilst on site outside of these hours in the absence of the Headteacher or other senior member of the school staff).*
- Will have responsibility for the statutory compliance, maintenance and security of the premises, advising the Headteacher of any problems with appropriate suggestions for solutions/improvements.
- Will be responsible for the line management and performance appraisal of designated employees, maintaining good working relationships employing effective leadership techniques. Ensure timely completion of all related paperwork associated with the management of employees. Identify and implement necessary work-related training.
- Will control expenditure and set allocated budgets for staffing, annual site maintenance and capital budgets, to ensure that budgets are not overspent and best value is achieved.
- Will identify and create business opportunities and to assist in the external marketing of Facilities Services for the school, in particular, this will involve creating revenue through school facilities and developing pricing strategies.
- Will attend and participate in relevant meetings, producing analysis and reports as required.
- Will participate in training and other learning activities and performance development as required.
- Will establish constructive relationships and communication with contractors and other agencies/professionals, ensuring that contracts on site do not cause a health and safety hazard or damage school property. Report matters of concern or noncompliance with contract specification to the relevant contractor.
- Will contribute to the overall ethos/work/aims of the school and appreciate and support the role of other professionals.
- Will ensure the highest standards of professional conduct and confidentiality at all times.

- Will present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all, treating all users of the school with courtesy and consideration.

### **ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:**

- Required to be a key-holder for emergency call-outs. Evening/weekend duties for lettings may be a feature of the job (further information is available from the Headteacher).
- Regular outdoor work and exposure to the elements/weather.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.

### **Fluency Duty**

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Intermediate Threshold Level

### **Intermediate Threshold Level**

The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

### **SPECIAL CONDITIONS OF SERVICE:**

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

### **OTHER CONSIDERATIONS**

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.

- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Will be able to maintain the mini busses and drive them when necessary.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

**PERSON SPECIFICATION:**

	<b>ESSENTIAL (E)/DESIRABLE (D)</b>
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• Will possess handyman, caretaking, cleaning/site-keeping experience in a school or similar environment. <b>(E)</b></li> <li>• Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level <b>(D)</b></li> </ul>
<b>QUALIFICATIONS/ TRAINING:</b>	<ul style="list-style-type: none"> <li>• Will possess good literacy, ICT and numeracy skills (GCSE (or equiv) Maths and English). <b>(E)</b></li> </ul>
<b>KNOWLEDGE/SKILLS:</b>	<ul style="list-style-type: none"> <li>• Detailed knowledge of plumbing, electrical and decorating repair procedures. <b>(D)</b></li> <li>• Will possess detailed knowledge of all policies, procedures and regulations relevant to the role. <b>(E)</b></li> <li>• Will possess detailed knowledge of HSE regulations relating to schools compliance requirements, policies and processes. <b>(D)</b></li> <li>• Will possess knowledge of cleaning procedures required to meet specified cleaning standards. <b>(E)</b></li> <li>• Will possess knowledge of the use of ICT and other specialist equipment/resources with willingness to participate in development and training opportunities. <b>(D)</b></li> <li>• Will possess team-leading skills. <b>(E)</b></li> <li>• Will possess the ability to self-evaluate learning needs and actively seek learning opportunities. <b>(D)</b></li> <li>• Will possess the ability to relate well to children and adults. <b>(E)</b></li> <li>• In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at</li> </ul>

	<p>an Intermediate Threshold Level (<b>E</b>)</p>
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