

St Joseph's Catholic Primary School, Oxford



JOB PROFILE: **SITE MANAGER (G7)**

Responsible to: School Business Manager

Responsible for: Caretaker, oversight of regular contractors (e.g., Cleaners, Ground Maintenance, Waste collections)

Purpose of Job

To provide a well-managed, clean, safe and comfortable environment in which staff and pupils can work and study successfully. Following agreed procedures that ensure a high level of security is maintained, to protect the resources employed within and the staff and pupils. To ensure that monitoring files and site risk assessments are kept up to date. To take an active 'hands on' approach in all aspects of the role, working closely with the rest of the site team, School Business Manager and the Governors Premises and Safety Committee, using all resources available to providing a first-class site support service to the school.

Objectives

- To manage aspects of premises related Health and Safety issues including aspects of the Health & Safety audit and site risk assessments, maintenance and inspection schedules.
- To manage maintenance and security of the school site.
- To work collaboratively with other members of the school team.
- To manage site safety including lockdown and fire procedures and safety including fire alarm testing and practices.
- To manage the equipment in the school kitchen and have oversight of inspections
- To ensure best value for all premises related purchases
- Be the day-to-day contact for ongoing maintenance and inspection contracts and oversee this provision.
- To support the SBM with tender process in larger contracts.
- Be a point of contact for premises related contracts (e.g., waste, sanitary, pest control, ground maintenance, cleaning) and work with the SBM to ensure these are effectively managed, fulfil best value criteria.
- To arrange cover during periods of site staff absence. You may be required to occasionally unlock or lock school during term time if other members of the site team are absent.
- Undertake appraisal review for the school caretaker

Key Responsibility areas:

- Coordination of inspection, maintenance and repair works on the school site
- Allocation, execution and monitoring of caretaking duties
- Liaise with teaching and non-teaching staff as appropriate
- Premises related health and safety issues
- Oversee premises related contracts (this may involve out of school working hours)
- Undertake professional development and training

Organisation, Supervisory & Managerial

- Liaise with site team including assisting with training and development of staff
- To liaise with and supervise contractors and agents ensuring health and safety and child protection policies are complied with
- Attend all appropriate meetings e.g., weekly meetings with the site team and school Business Manager, Termly Premises and Safety Committee Meetings as instructed by the Headteacher.

- Establish constructive relationships and communication with contractors and other agencies/professionals
- Ensure all staff absences (including oneself) and overtime are notified to the Headteacher

Resources

- Managed and maintain a purposeful, orderly and productive working environment and keep up to date records of all periodic inspections, maintenance and service tasks
- To assist with premises health and safety audits
- To ensure site risk assessments are carried out, control measures implemented and monitored on a day-to-day basis
- Ensure COSHH assessments/records are maintained and up to date for substances and equipment used throughout the school.
- To manage a routine maintenance schedule (including specialist equipment) and decoration programmes as agreed with the Premises and Safety Committee and SBM.
- To coordinate visits by appointed contractors to carry out essential inspection and maintenance work (eg electrical, plumbing, heating, air conditioning)
- To assist the SBM with tenders for large scale project works.
- To order materials and equipment and to provide a stock of common items for repair and maintenance
- To assist in maintaining the school asset register

Security

- Ensure the security of the site and buildings in conjunction with the site team, cleaners and Oxford Security Services.
You will be a key holder and able to assist with locking /unlocking and setting alarms both during the holidays and in term time as required. Other members of the team currently carry out regular opening and closing during term time.
- Act as key holder attending ‘callouts’ out of normal working hours (if available) and be a point of contact (including out of hours) for heating failures, breakdowns and security issues and to attend site if required.
- Ensure the provision of suitable locks and keys, including electronic key cards and maintaining records on who holds school keys
- To supervise the site and report any intruders or cases of vandalism
- Act as contact point liaising with building contractors, particularly during school holidays to ensure the security of the building is maintained

Fire

- To ensure the periodic testing of fire alarm, emergency lighting systems and fire-fighting equipment, maintain and update records and files.
- Ensure the buildings and site is safe from unwanted materials, fire hazards or any other items or situations that may pose a risk.
- To liaise with fire alarm contractors

Utilities

- Ensure all plant room and system is running efficiently and monitoring school usage of utilities
- Operate the heating, lighting and plumbing systems at the school as directed; ensuring times are changed following power failures and seasonal changes.
- To ensure the periodic testing of water temperatures, purging of water systems and cleaning of shower heads in accordance with the legionella risk assessment and statutory requirements.
- Maintain appropriate records and files.

Repairs and Maintenance

- To manage periodic site inspections, maintenance and service tasks to ensure site facilities, fixtures and fittings are kept in accordance with statutory requirements.

- Undertake small repairs and maintenance duties as necessary (i.e., low level decorating, changing light bulbs, and securing broken windows) following good Health and Safety practice, or liaise with the Headteacher to procure approved contractors to complete the work.
- Respond to emergency repairs and to ensure works are carried out to a satisfactory conclusion including organising and carrying out minor improvements e.g., erecting shelves, notice boards, bookshelves etc as per staff requirements
- To ensure the safe and satisfactory condition of entrance/exit doors and ensure repairs are carried out.

The site Manager will be expected to carry out other reasonable requests and duties consistent with the role as requested by the Headteacher to fulfil the needs of the school.