



JOB DESCRIPTION

JOB TITLE:	Senior Site Manager
GRADE:	Grade E
WORKING WEEKS/ HOURS:	52 weeks; 37 hours per week
TIMES WORKED:	Initial hours are:- Monday to Thursday - 8.00am – 4.00pm and Friday 8.00am to 3.30pm
BASE:	Site Office

ORGANISATIONAL ARRANGEMENTS:

Job holder: TBS

Reports to: Headteacher/Trust Estates Manager (day-to-day direction)

GENERAL STATEMENT

To represent RAISE Education Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming site.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for RAISE Education Trust employees. Attendance at training courses is required as part of professional updating.

The holder of this post will work under the day to day direction of the Headteacher and the Trust Estates Manager. Qualities of flexibility and a willingness to provide a quick and efficient service are required.

MAIN PURPOSE OF THE ROLE:

To be responsible for all aspects of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes security, cleanliness, portering, monitoring contracts/contractors, routine maintenance and refurbishment, minor repairs, suggesting improvements to the general school environment and to carry out pre-planned maintenance programmes.

Under the direction of the Headteacher and the Trust Estates Manager, and in accordance with the practices and procedures of the School and the Trust, the Senior Site Manager will be responsible for the following:

GENERAL RESPONSIBILITIES

- Act as first 'keyholder'.
- Be a phone holder for after hours and call outs as necessary.

- To be the Health and Safety coordinator, working alongside the Headteacher and Trust Estates Manager.
- To be the Headteacher's Health and Safety Representative.
- To support the Headteacher in all Health and Safety and site related issues, to oversee the implementation and running of the M&E, Cleaning and grounds maintenance contracts, reporting failures or concerns to the Headteacher/Trust Estates Manager.
- To oversee and be point of contact for the cleaning team and other contractors on site as appropriate ensuring DBS guidelines are followed.
- To ensure the schools policies, risk assessments and working procedures are current and up to date. Making any changes as required/identified.
- To ensure all Health and Safety systems and checks are in place, carrying out all of the required checks and tests at the determined frequency and reporting any discrepancies/faults.
- Prepare and maintain work/inspection and testing schedules; standard operating procedures for all maintenance works, inspection and testing of plant, equipment, tools, facilities, vehicles etc.
- To ensure knowledge and familiarisation of whole site services infrastructure and all security and fire alarm systems.
- To carry out minor repairs, site maintenance and redecoration on the School site, including painting, plumbing, carpentry and plaster repairs, horticultural operations, general housekeeping as required.
- To maintain full records for site work.
- To ensure effective liaison between site/school and contractors when required as appropriate.
- To ensure a clean, tidy and well maintained school environment.
- To ensure all required training is undertaken and maintained.

Main Duties:

- To ensure all statutory and regulatory Health and Safety checks and inspections are being carried out and recorded at the correct frequencies, notifying the Headteacher/Trust Estates Manager of any ongoing concerns.
- Be responsible for ensuring that all Health and Safety regulations are adhered to and make appropriate suggestions for change/development to Headteacher/Trust Estates Manager.
- To be the Legionella competent person, undertaking any training required, ensuring that all aspects of the Legionella controls are kept up to date, carrying out water temperature monitoring.
- To be the Asbestos competent person, ensuring that Asbestos is safely managed on site. Advising the Headteacher and Trust Estates Manager of any concerns.
- To be responsible for the management of security.
- To be responsible for the control of keys (including logging who is issued with which key(s)).
- Responsible for the operation of systems required for ensuring the smooth running of the school, including lighting and heating equipment, changing light bulbs and fluorescent tubes, firefighting equipment and alarms.
- Maintain an up-to-date inventory of school site and maintenance equipment, ensuring all service recommendations are followed.
- Ensure Zoho is monitored and defects reported are allocated and rectified in a timely manner, prioritising them to ensure that Health and Safety defects are given a high priority and ensuring adequate records are kept of any reported defects.
- Ensure security of the site, including;
 - i) Open and close the School, including school gates, and arranging access to the site for contractors and other persons at all reasonable times as agreed between the Trust Estates Manager and the Headteacher.
 - ii) Intercept intruders/trespassers and when not possible alert the Police or external security company..
 - iii) Set, test and operate the fire and intruder alarms on a regular basis.
 - iv) Respond to out of hours call-outs in respect of the intruder and fire alarms, alerting and liaising with the emergency services as necessary.
- Ensure the security company is kept fully informed of any temporary or permanent changes to keyholder status.
- Deal effectively with contact/enquiries from members of the public, visitors, contractors, students, staff, parents and officers of the authority.

Strategic and operational management

- To oversee the supervision of service contractors and delivery suppliers.
- To ensure that the school and their grounds are kept to a high standard of hygiene and cleanliness.
- To monitor that the buildings and furnishings are cleaned to a high standard.

Cleaning

- Ensure effective coordination with cleaning contractors in conjunction with Headteacher/Trust Estates Manager and monitor that the buildings and furnishings are cleaned in accordance with the specification of the cleaning contract, and an effective system of recording of the level of cleaning exists.
- Monitor and organise cleaning within agreed school budget provision before or after community activities of all forms, including variation daily cleans during holiday periods.
- Assist with organisation including preparation and clearing of areas before and after major building works.

Contractors

- Be responsible for contacting and liaising with the Maintenance contractors in respect of day to day mechanical and electrical issues for all areas of the site.
- Be responsible for liaising with contractors and all representatives of the while on site.
- Ensure that contractors and site staff sign and check that Asbestos register as required.
- Direct contractors reporting to the site of repair and maintenance work and verify that contractors have attended to and completed the tasks for which they have been hired.
- Manage all work sheets and electronic forms relating to work carried out by contractors. Cross refer work / job sheets with contractor invoices when produced to ensure billing is accurate with work undertaken.

Site/Buildings

- Detect and report any building defects and organise emergency repairs to buildings, furniture and equipment in liaison with the Headteacher/Trust Estates Manager.
- Arrange for the movement of furniture and equipment within the site.
- Arrange that maintenance of furniture and fittings is carried out as appropriate.
- Ensure that all delivery checking in and out systems are complied with, and assist with the checking off and distribution of items delivered to the site, as required.
- Be responsible for logging school bookings into the relevant diaries ensuring cover is available, and informing the Cleaning Co-ordinator of any areas that require special consideration/ extra cleans.
- Ensure that the school PAT testing schedule is maintained and kept up to date across site.
- Undertake any necessary action as directed by the Headteacher or Trust Estates Manager in the event of bad weather or emergency, e.g. clearing of snow or ice from paths, dealing with floods, fires, break-ins, major damage, removal of graffiti, excreta, bodily fluids, etc.
- Take overall responsibility for ensuring that:
 - i) the grounds and hard areas remain tidy by the removal of litter, and hard areas remain clean by sweeping and hosing;
 - ii) drains and gullies are kept clear of blockages;
 - iii) accessible gutters are checked and cleared;
 - iv) standards of grounds maintenance are monitored and problems with the grounds maintenance are reported to the Trust Estates Manager

Grounds Maintenance

- Undertake a range of horticultural and grounds maintenance as required or directed by the Trust Estates Manager.
- Ensure that day to day liaison is maintained with the ground maintenance contractors to ensure the required standards are maintained.

Health and Safety

- To establish and maintain an online diary and recording system linked to all aspects of Health and Safety.
- To carry out/oversee risk assessments and policies related to the operational and daily work of the school.
- To ensure electrical safety guidance as detailed in the Health and Safety policy is followed.

- To ensure COSHH records and risk assessments are kept up to date and managed safely.
- Advise the Headteacher/Trust Estates Manager of any Health and Safety and security issues
- To oversee the use of the Online training software.
- Check fire extinguishers are maintained and in the correct position.

Building Projects

- To project manage refurbishment and minor works.
- Day to day responsibility for ensuring that contractors can operate safely within the school environment. This includes the safety of all staff, pupils and visitors to the schools during construction/refurbishment work.
- To be responsible for the planning, costing and presenting of small projects to the Headteacher and Trust Estates Manager.

Training

- To maintain all job specific training including Fire safety, COSHH, Legionella, working at height, moving and handling, risk assessor, asbestos management, equipment use and any other training required.
- To maintain a working knowledge of training requirements pertaining to specific roles, legal and Health and Safety requirements.
- To record all training undertaken and ensure that all training updates are implemented on the bring up diary.

Other

- Carry out such other duties as may reasonably be required by the Headteacher, SLT and Trust Estates Manager.
- To be aware of and comply with policies and procedures including those relating to child protection, Health and Safety and security and confidentiality.

Future tasks as the school grows

- To oversee the management of the Site Department.
- In consultation with the Headteacher be responsible for the preparation of Site Assistants' work rotas, ensuring that cover is provided for all aspects of school and community use.
- In consultation with the Headteacher, be responsible for prioritising, managing and monitoring the Site Team's workload, ensuring that timescales are met.
- Manage the work practices of the Site Team to ensure the most efficient and effective methods are being employed, providing training as necessary.
- Carry out Performance Management reviews for members of the Site Team as requested, identifying any training needs.
- Provide training to members of the Site Team, including induction training and updating of skills on Inset Days and as necessary.
- To be responsible for the job specific training of the teams, including COSHH, manual handling and equipment use.
- Maintain records for the site teams working time, holiday time, length and reasons for absence ensuring that all school policies are strictly adhered to. Liaise with the HR Office to ensure central records are maintained. Highlight any potential clashes to the Trust Estates Manager.
- In consultation with the Headteacher/Trust Estates Manager, be responsible for ensuring cover is provided for all Site Team absences, including annual leave and sickness, and being flexible to taking part in the shift pattern to provide cover in the first instance. Including Saturday mornings and overtime as required.
- Monitor the quality and quantity of work achieved by the Site Assistants.
- Liaise with the Community Team to ensure that all hirers and functions meet with Health and Safety regulations.
- Be responsible for logging community bookings into the relevant diaries ensuring cover is available, and informing the Cleaning Co-ordinator of any areas that require special consideration/ extra cleans.
- In liaison with Trust Estates Manager be responsible for the minibuses, ensuring that regular servicing and MOT and licensing dates are met, emergency contact documentation is maintained and the general condition of the vehicles is kept to a high standard.

- Ensure that the minibus diary is available and updated.
- Be responsible for making the necessary arrangements for any repairs to the minibus and the hiring in of replacement minibuses as necessary.
- Maintain a full, clean driving licence and undertake MIDAS training.
- Advise SLT / Trust Estates Manager on all matters regarding MIDAS / DVLA regulations in relation to the minibuses.
- Drive the minibus as required, including the transportation/collection of students, etc. and the collection of goods.

NOTES

- The School and site is open between the hours of 6.00 am and 7.00 pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
- Hours of work may be subject to change for operational reasons.
- It is a requirement of this post that the Senior Site Manager ensures the site is fully staffed and that they allocate any necessary overtime in agreement with the Headteacher and Trust Estates Manager.
- Some overtime may be necessary from time to time to cover lettings and school functions. The hours of work may be subject to change during school holidays and where the Headteacher considers it necessary to meet operational requirements.
- Hours of work/designated lunch times may be subject to change for operational reasons.
- All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the Trust Estates Manager, HR Manager, and Headteacher to enable records to be kept.
- Holidays can be taken during term time, however all dates must be agreed in advance following consultation with the Headteacher and Trust Estates Manager.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This post holder's IPP would be line managed and undertaken by the Headteacher/Trust Estates Manager

Date Prepared:	16th January 2025
Prepared By:	HR
Date Reviewed:	
Reviewed By:	

