



**MEADOW
PARK
SCHOOL**



FINHAM PARK
MULTI ACADEMY TRUST

JOB DESCRIPTION

Job Title:	Site Manager	Salary: Grade 5
Location:	Meadow Park School	Hours of work: 37 per week

Job Purpose

Under the direction of the School Operations Manager to be responsible to provide flexible, efficient and effective running of the site and provision of Site Officer Staff to fulfil all School and Community use of the School facilities. This includes all activities associated with: availability of appropriate SSO staff at all times (including call-outs), availability and security of premises and grounds; compliance of health & safety regulations and Trust procedures, high quality site cleanliness and maintenance; janitorial duties and managing the Mini Buses.

Duties and Responsibilities

- To assist the Head Teacher, and the Operations Manager in the development of the use of the School facilities both during the normal school day and after school activities inc. week-ends.
- Manage the team of Site Officers; planning and monitoring the work, controlling the shift system, identify and carry out any necessary training.
- Ensure consistent interpretation of the contract conditions among team members.
- Plan all shift patterns and provide cover for absent Site Officers who may be on annual leave or absent due to illness.
- Provide general supervision of Site Officers, ensuring acceptable standards of work, prioritising duties within requirements and monitoring cover for all essential site duties. Ensure Risk Assessments are in place for all tasks.
- Awareness of any forthcoming events and arrange security and SSO cover.
- Support the school maintenance programme and facilitate any additional learning programmes resulting from the School Development Plan.
- Control and monitor, with reference to the School Operations Manager use of budgets for repairs and maintenance, utilities (fuel and water), environmental (refuse collection, sanitary contracts).
- Responsible for the day to day management of any planned building work whether it is funded by the School or external agencies or contractors.
- Report on a regular basis to the School Operations Manager on the progress of planned maintenance and specific developments.
- Liaise with the School Operations Manager over any suggested changes in maintenance contracts deemed necessary.



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- Responsible for reporting and arranging all repairs and maintenance needs outside of this job description, progress chasing and reporting on delays to the School Operations Manager or Head Teacher in their absence.
- Agree site inspections with technical advisors for all contract work, monitor standards and ensure that contract deadlines are met.
- Responsible for signing job completion/customer satisfaction notes as required checking that contractors vacate the site on completion and sign in/out in line with School procedures.
- Serve on the Health and Safety Committee and be responsible for arranging all necessary annual inspections and follow up maintenance work eg. Fire equipment, ladders, legionella checks etc. and to take responsibility for appropriate action.
- Fire precautions, ensure provision of fire drill notices, check fire escape routes, ensure daily, weekly, termly and annual checks of fire equipment are undertaken and recorded, review Fire Risk assessment annually and update as necessary.
- Ensure that officers and contractors engaged in work on the school site maintain a high standard of work, use equipment, materials and chemicals that meet with Health and Safety requirements and conditions of contract and are not harmful to the building fabric or staff, students etc.
- To ensure that contractors on site do not cause a Health and Safety hazard or damage school property in any way and report any such matters to the site Foreman and the School Operations Manager.
- Responsible for the security of the buildings, grounds and boundary including routine and non-routine opening of the premises and setting of alarms.
- Ensure an attractive and welcoming site, clear of graffiti, litter and fallen leaves.
- Ensure that all necessary steps and precautions are taken to prevent driving over paths, grass or other unauthorised areas, where possible preventing trespass and unauthorised parking.
- Make daily inspections of site, inside and outside, to make sure that all equipment is safe and that the removal of any dangerous materials or objects take place.
- Responsible for the safe and correct operation of heating plant, liaising with Trend controller as necessary. Maintain temperatures and the availability of an adequate supply of hot water. Arrange for any deficiencies to be corrected by the appropriate authority.
- Arrange for routine checks to be made to identify faulty equipment including water boilers, cookers, refrigerators, etc. and arrange necessary repairs.
- Take delivery of site stores and materials and equipment, ensuring correct distribution and storage within the school.
- Ensure availability of adequate supplies of all materials necessary to undertake the duties of the post.



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- Monitor and store securely the equipment provided to you for the purpose of your work to ensure that it is kept in good order and retain records of same.
- Undertake minor repairs and maintenance work including carpentry, plumbing, and general handyman duties eg. Minor plaster repairs, replacing loose tiles, changing light tubes etc.
- Manage grounds maintenance work not included within a contract to ensure that the site has an attractive appearance inc. general clearance of shrub borders, hedgerows, grass areas, gullies adjacent to walls and paths play areas and playing courts of litter and waste.
- Undertake regular and routine clearance of drains and gullies to ensure these are kept free flowing.
- Monitor Grounds maintenance contract against work completed. Advise on the development of the grounds to enhance facilities.
- Maintain the school CCTV system.
- Manage and maintain the school mini buses.
- Manage school lettings.
- Ensure that windows, directional signs, name boards and cycle canopy are cleaned regularly.
- Carry out procedures in the event of any emergency, ensuring that arrangements are in place for Site Officers to be able to respond to an emergency call out.
- Ensure that paths, steps, walkways, courtyard, car park etc. are kept free of snow and ice, using and ordering salt and grit as necessary.

Carry out other duties appropriate to the grade and range of the post that may be required by the Headteacher, School Operations Manager and Governors.

To be responsible and accountable for carrying out the post with regard to the Multi Academy Trusts equal opportunities policy, health and safety issues and a multicultural environment.

Duties which include processing of any personal data must be undertaken with the corporate Data Protection Guidelines (Data Protection Act 1998)