

## **Site Manager**

### **Job Description**

**Grade: GR4** – *Subject to Job Evaluation*

**1. Job Purpose**

- 1.1 To be responsible for the strategic overview and management of the school premises, site and associated facilities
- 1.2 To manage other site staff including the allocation and monitoring of work and performance appraisal
- 1.3 To monitor the work of external contractors on site

**2. Key Responsibilities**

**2.1 Security**

- 2.1.1 To ensure and improve the security systems for of the premises and its contents both when the buildings are in use and when closed (including the operation of shutters and the fire and burglar alarm systems and main key holder responsibilities)
- 2.1.2 To be the principal keyholder and to be responsible for all keyholder duties including the routine and non-routine opening of the premises and grounds and arranging for cover during holidays
- 2.1.3 To attend the building outside of normal working hours in the event of an emergency break in or intruder situation and to take appropriate action including, where possible, making premises secure
- 2.1.4 To be familiar with procedures as laid down by the Local Authority and the Governing Body of the establishment as they relate to fire, flood, breaking and entering, major damage or incident and to react accordingly by providing safe access and exit to the premises.
- 2.1.5 To be responsible for the security and the cleanliness of the boiler houses and store rooms
- 2.1.6 To report any unusual occurrence to the appropriate emergency or other services and inform officers/members of staff as appropriate
- 2.1.7 Responsible for the security of the site and checks of the building outside school hours, including the operation of security alarms and to respond as the first point of contact for out of hours calls

**2.2 Maintenance**

- 2.2.1 To operate a healthy and safe working environment in accordance with the Health and Safety at Work Act 1974 and to ensure that declared policies are adhered to
- 2.2.2 To be responsible for all operational duties relating to the lighting and heating of the premises and grounds lighting
- 2.2.3 To monitor the conditions of the school fabric and to be responsible on a day-to-day basis for approved and agreed repair and maintenance work and to ensure that repair and maintenance needs are recorded, discussed with Headteacher and if appropriate actioned.
- 2.2.4 To be the point of contact for all building and site contractors and agencies and monitor their standard of work
- 2.2.5 To ensure the risk management systems are in operation and effective
- 2.2.6 To be responsible for the servicing for the building's plant and fire monitoring systems and CCTV
- 2.2.7 To ensure that all hard playing areas and paths are free from litter and all drains, gullies and gutters are free-flowing and clean
- 2.2.8 To check that the premises are up to the correct temperature by the designated time and that adequate hot water is available and appropriate action to be taken, including monitoring where necessary
- 2.2.9 To empty on-site litter, clinical and general waste and recycling bins and replace liners as appropriate and to inspect and replenish soap, toilet paper, and paper towels as required
- 2.2.10 To carry out repairs of a minor nature which do not require specialist knowledge both inside and outside the building
- 2.2.11 To ensure that there is safe and secure access to all areas of the school building
- 2.2.12 To assist the Headteacher in the compliance with the Control of Substances Hazardous to Health Regulations 1988 (COSHH)
- 2.2.13 To be responsible for all operational duties relating to the cleaning of the premises and grounds [optional]
- 2.2.14 To safely maintain all cleaning materials and stock
- 2.3 Resources
  - 2.3.1 Make suggestions to the Headteacher on matters relating to energy control and conservation
  - 2.3.2 Maintain records, information, data as appropriate and meter readings.
  - 2.3.3 Undertake safety audits of the premises including risk assessments

- 2.3.4 Ensure timely and accurate preparation and use of specialist equipment/resources/materials
  - 2.3.5 Ensure lights and other equipment are switched off as appropriate
- 2.4 Organisation and Supervision
  - 2.4.1 Ensure satisfactory receipt and distribution, collection and despatch of premises related goods to and from the school
  - 2.4.2 Organise and participate in the movement of furniture within the building
  - 2.4.3 Be responsible for the day-to-day management and supervision of the Building Services Supervisor, if appropriate
  - 2.4.4 Direct/supervise other site staff
  - 2.4.5 Organise the use and maintenance of school vehicles and to arrange servicing as required by Headteacher
- 2.5 Standard Duties
  - 2.5.1 To actively promote the equalities and diversity agenda in the workplace and in service delivery
  - 2.5.2 To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, Every Child Matters and reporting all concerns to an appropriate person
  - 2.5.3 Promote and ensure the health and safety of pupils, staff and visitors at all times
  - 2.5.4 To participate in self-improvement in performance through workplace development
  - 2.5.5 To attend relevant meetings as required (e.g. Buildings Committee, Health and Safety Committee).
  - 2.5.6 Treat all users of the school with courtesy and consideration and present a positive personal image which will contribute to a welcoming school environment
  - 2.5.7 Undertake any additional duties commensurate with the grade of the post
- 2.6 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.7 To ensure all tasks are carried out with due regard to Health and Safety
- 2.8 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.9 To adhere to the ethos of the school
  - 2.9.1 To promote the agreed vision and aims of the school
  - 2.9.2 To set an example of personal integrity and professionalism
  - 2.9.3 Attendance at appropriate staff meetings and parents evenings

2.10 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. **Supervision Received**

3.1 Supervising Officer's Job Title:

3.2 Level of supervision:

1. ~~Regularly supervised with work checked by supervisor~~
2. ~~Left to work within establishment guidelines subject to scrutiny by supervisor~~
3. Plan own work to ensure the meeting of defined objectives

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

5. **Special Conditions**

5.1 None

**Person Specification**

**Method of Assessment (MOA)**

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications.		AF/C/T
<b>Experience</b> Relevant work and other experience	Significant relevant experience	AF/I
	Previous experience of supervising staff	AF/I
	Previous experience in a school	AF/I

	Previous experience managing a budget	AF/I
<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	<b>*Delete if not applicable</b>	AF/I
	*An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b>	AF/I
	Ability to undertake administrative tasks including budget monitoring	AF/I
	Knowledge of COSHH	AF/I
	Ability to undertake a range of maintenance tasks	AF/I
	Good interpersonal skills	AF/I
	Good organisational skills	AF/I
	Ability to present straightforward reports	AF/I
	Ability to prioritise own workload and that of cleaning and caretaking staff, as appropriate	AF/I
	Ability to lead and motivate a team effectively	AF/I
	Ability to work on own initiative and make decisions	AF/I
	Ability to work under pressure	AF/I
	Ability to develop good working relationships with staff pupils visitors and all users of the school site	
	Ability to work without supervision	
<b>Training</b>	Willingness to undertake further training as appropriate	AF/I
<b>Other</b>	Ability to undertake manual work and to perform tasks included in the job description	AF/I
	Availability for call-out duties (e.g. to respond to alarms)	AF/I
	Willingness to wear protective clothing as supplied	AF/I

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery

***All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.***

**As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace.**

**People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.**

## **Safeguarding**

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in.

Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in its area. All BCC employees are expected to:

Work in a way that prevents and protects service users from abuse.

- To be aware of the signs of abuse or neglect.
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.
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***At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves.***

***We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.***