



Role Profile: Site Manager, 30 hours per week, 52 weeks

Purpose

The Site Manager is responsible to the Facilities Manager and School Leadership Team (SLT) for the effective and timely provision of maintenance services to the School and its staff. This includes security duties, the management of service facilities, administration of the School van and grounds & building maintenance. The Site Manager is responsible for identifying and processing repair requirements and their satisfactory completion, which may be carried out either by contractors or, where deemed within the Site Manager's competency, by the Site Manager.

The post holder will be a key holder and is to be prepared for call out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to contractors etc who may be working on site, including school holidays and weekends.

Key Accountabilities

Buildings & Grounds

- Working with the Facilities Manager to produce a Planned Preventative Maintenance (PPM) programme for the school.
- Liaise with the Facilities Manager to ensure implementation of repairs, maintenance and cleaning is to a high standard and work being carried out by contractors, including cleaners, is completed to a specified high standard, meets deadlines and complies with safe working practices, in agreement with the Facilities Manager.
- Provide effective, timely, maintenance, cleaning and support services in relation to the school buildings and grounds, to include the cleaning of the school van.
- The effective and economic operation of building services including central heating, lighting and water.
- Carry out set routine and compliance checks, along with maintenance procedures for equipment including heating boilers, water pumps and macerator pump, liaising where necessary with our approved contractors and the Facilities Manager.
- Inspect the playground, play equipment and all external areas ensuring the safety of all grounds, paths, fences, gates and steps, etc to which pupils/staff have or can gain access to. This is to include clearing the school grounds of litter and lost property etc. at the end of the school day/after school clubs.
- Calling in approved contractors/engineers, in consultation with the Facilities Manager, to undertake repairs/inspections.
- Undertake routine repairs and redecoration to the building structure/fabric, furniture, fences/gates/pathways, electrical system, plumbing and equipment where necessary and as identified by the Operations/Facilities Manager and assessed as competent to do so.

Porterage & Transportation

- Receive and transport to appropriate areas all normal education and school deliveries, not contractors' high risk specialised material.
- To arrange the movement of furniture and heavy teaching equipment as required and appropriate, including resources boxes, PE equipment, furniture for room use changes and setting up for events.
- Appropriate use of the school van for transport between sites, to transport equipment and supplies between sites, and on occasion to/from venues for events, and collecting orders/running errands as required by the school.
- To adhere to safe manual handling practices at all times as per training.

Emergencies

- Provide an 'on-call' emergency service out of hours. Be available in order to respond to any out of hours problems as may be needed and deal with, or arrange to be dealt with, all burst pipes, leaks, flooding, fires, breakages, as appropriate in consultation with the Facilities Manager/Operations Manager.
- Arrange for contractors to deal with electrical, gas, water or any other installation emergencies. Make safe initially by switching/turning off supply and observing health and safety recommendations.

Security of Premises and Contents

- Be a keyholder and responsible for the opening and locking up of the school, liaising with contract cleaning staff for evening security during term time.
- General security of the buildings and grounds, including operating the fire alarm and the intruder alarm systems during and including school holiday periods.
- Controlling the entry and presence of workmen/contractors within the school buildings/grounds.
- Be prepared for call out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to contractors etc. who may be working on site, including school holidays and weekends.

Administration and General Support

- Administration and processing of school maintenance/support requests via the Site Team's email inbox or FM software, whether the execution of the required repair is undertaken personally or contracted out in consultation with the Facilities Manager
- Documentation for, and the administration and repair/servicing of, the school vehicle in accordance with Cognita policy.
- Recording all routine and compliance checks, as well as recording defects/resolutions, on the Facilities Management (FM) software, including weekly and monthly routine inspections of the school van and monthly readings of utility meters.
- To provide general support services to customers letting the school during holidays and weekends.
- Undertake decorating of the school for events e.g., Christmas, parent's evenings and school fetes.
- Ordering supplies via the internet, as necessary as approved by the Facilities Manager / Bursar.
- Verification of invoices within areas of responsibility.
- Produce work plans, in consultation with the Facilities Manager, for seasonal and holiday periods.

Health & Safety

- Ensure full compliance is always maintained across the site, including with contract staff and actively promote through awareness of all Health & Safety policies.

The above is a non-exhaustive list and subject to variation in line with the needs of the business.

Hours of work

All Year – 52 Weeks.

Total hours: 30 paid hours per week across 5 days, the actual hours of work will be discussed at interview.

Pay and Benefits

- Competitive annual salary based on Cognita Pay Scale.
- 5 days per week, Monday to Friday inc., 52 weeks of the year.
- Enrolment into the Contributory pension scheme.
- Professional development.
- Exclusive third-party discounts via My Staff Shop.
- Free school lunches during term time

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential
Skills, Qualifications & Experience	<p>The ability to undertake general repairs / refurbishment at 'DIY' level and security experience.</p> <p>Knowledge of electrical, mechanical and building structures.</p> <p>Ability to identify harmful or potentially harmful conditions / practices / procedures within general areas of responsibility.</p> <p>Ability to liaise with and administer repairmen / contractors.</p> <p>Is a confident and competent user of basic ICT such as Microsoft Outlook and ability to work with our Facilities Management Software</p>
Personal Qualities	<p>Good interpersonal skills, with the ability to liaise with all members of staff, contractors and visitors.</p> <p>Good team member, aware of the needs of others.</p> <p>Flexible approach to working hours and duties where appropriate.</p>

Key Stakeholders:

Internal – All school non/teaching employees, pupils

External – Education establishments, suppliers, parents

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

Signed:

Name (print):

Date: