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**Job Description**

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| **School: Bulwell St. Mary’s C of E Primary School** |
| **Post Title: Site Manager** |
| **Grade/Pay Range: Grade E NJC 12-19** |
| **Hours/weeks: 37 hours all year round** |
| **Reporting to: Headteacher** |
| **Department/Team: Site** |

**Overall Purpose of Post**

To be responsible for the security, maintenance, cleanliness of a primary school sized premises, assisting with planned maintenance and day to day repairs.

**Main Duties and Responsibilities**

You will be required to carry out the following duties. The nature of the school year requires some of these tasks to be done regularly whilst others will be on an annual cycle. The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

* To be responsible for ongoing maintenance and operation of heating, lighting and boiler plant/equipment, ensuring all faults are reported and dealt with in a timely fashion.
* To assist with planning/overseeing all minor building works and repairs including obtaining quotes, liaising with suppliers, overseeing contractors and monitoring service level agreements.
* To report on progress and provide advice to the head teacher/facilities manager on all minor building works and repairs.
* To assume delegated responsibility for ensuring compliance to statutory regulations relating to, for example asbestos, PAT and legionella testing and to undertake risk assessments
* To be responsible for the security of the school premises and its contents.
* To be responsible for the day to day supervision of cleaning and assistant site manager staff, ensuring standards of cleanliness are maintained. To undertake cleaning duties (interior and exterior) as and when required.
* To attend school premises in cases of emergency e.g. intruders, fire, floods etc.

**General**

* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
* Participate in the Trust Appraisal process and undertake training and professional development as required.
* Contribute to the overall aims and ethos of Transform Trust
* Establish constructive relationships with colleagues, other schools within the Trust and outside agencies.

These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust. The responsibility level of any other duties should not exceed those outlined above.

Name of Post Holder

Signature

Date

**Person Specification**

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| **Areas of**  **responsibility** | **Requirements** | **Measurement** | | | | |
| **P** | **A** | **T** | **I** | **D** |
| Knowledge | Experience of, and ability to, undertake minor maintenance work and repairs.  Knowledge and experience of general building maintenance e.g. boiler maintenance.  Ability to contribute to the general maintenance and operation of the site.  Good working knowledge of health and safety and building regulations and ability to/experience of carrying out risk assessments.  A good working knowledge of security practices.  Knowledge of health and safety and premises issues, including logs and risk assessments |  | \*  \*  \*  \*  \*  \* | \*  \*  \* | \*  \*  \*  \*  \*  \* |  |
| Skills/Abilities | Ability to communicate effectively with a range of people.  Ability to/experience of maintaining records, log books, stocks and timesheets.  Good standard of literacy, numeracy with the ability to maintain accurate records.    Able to develop positive working relationships and work within a diverse team.  Experience of/ability to supervise staff.  Ability to demonstrate an organised and flexible approach to work.  enthusiastic, self-motivated and has the ability to use their own initiative |  | \*  \*  \*  \*  \*  \* | \*  \* | \*  \*  \*  \*  \* |  |
| Interpersonal | Committed to high standards and will take pride in making our school an exceptional learning environment  Committed to the safeguarding of children and have a clear enhanced DBS or willing to undertake one  Committed to professional development |  | \*  \*  \* |  | **\***  **\***  **\*** |  |
| **P: Pre-application A: Application T: Test I: Interview D: Documentary evidence** | | | | | | |

**Transform Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks**