

Job Description

Site Manager

You will be responsible to the Headteacher. Apart from other colleagues, the main contacts of the job are the Headteacher, school staff, governors, students and their families, contractors and staff in other establishments.

Main purpose of the post

To have overall responsibility for a high standard of cleaning, maintenance, security and grounds maintenance across the school, both internally and externally.

To be responsible for the effective management of staff and resources.

To ensure a high standard of Health and Safety and that all relevant regulations are implemented and adhered to

KEY DUTIES

To manage the building and facilities team effectively to meet the relevant performance standards.

To take a lead role on the development, implementation and monitoring of procedures and/or policies and systems as required.

To provide organisational and advisory support to the Headteacher, Governing Body and Business Manager as appropriate, on buildings and facilities issues.

To have overall responsibility for effective security within the school and its environment, including emergency call-outs as appropriate

To support the liaison and negotiation of the contractual agreements for the school and ensure that these are adhered to by all parties

To manage all on-site contractors and agency staff related to buildings and facilities ensuring they fulfil the requirements including health and safety and safeguarding and monitor their performance effectively.

To have overall responsibility for the management of COSHH

To take responsibility for ensuring that any reported faults and incidents are recorded, monitored and resolved

To effectively manage and monitor the budget and resources.

To develop record/information systems which monitor and analyse issues relating to building and facility management through computerised or manual systems

To have overall responsibility for completion and submission of any information relating to building and facilities within the school

To assist with pupil welfare duties including supervision of students at lunchtimes under the agreed system for the school to ensure the safety and welfare of pupils.

To assist with school administrative duties including exam invigilation as part of the agreed system for the school.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications.

To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise

To be aware of and support difference and to ensure equal opportunities for all
To attend and participate in regular meetings

To work as part of a team to support colleagues and contribute to the overall ethos, work and aims of the school and Trust

To undertake personal development to improve own practice and participate in training and other learning activities and performance development as required

To help to identify own personal development needs and to participate in training and other learning activities and performance development as required

This job description sets out the duties of the post at the time it was drawn up. The post holders may be required from time to time to undertake other duties within the school as may be reasonably expected, which are commensurate with the grade of this post.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered.

Person Specification Site Manager Grade 7

CRITERIA	ESSENTIAL OR DESIRABLE	HOW AND WHEN MEASURED *A/I/R/SP
QUALIFICATIONS		
An understanding of the importance of maintaining a clean environment for all students and staff	E	A/I/R
Possess a good understanding of Health and Safety requirements, including knowledge of COSHH.	E	A/I/R
Must be in possession of a full valid driving licence.	E	A/I/R
KNOWLEDGE / SKILLS / ABILITIES		
Experience of the tendering process and preparation of specifications.	E	A/I/R
Experience of designing and managing a rolling programme of maintenance	E	A/I/R
Experience of managing staff	E	A/I/R
Experience of managing a budget. A good understanding of the management of building projects	E	A/I/R
A good knowledge of propriety cleaning materials and equipment	E	A/I/R
A good understanding of the record/ information systems, which monitor and analyse issues relating to building and facility management through computerised or manual systems	E	A/I/R
Ability to keep accurate records	E	A/I/R
Effective and persuasive communicator both verbally and in writing	E	A/I/R
Preparedness to work unsocial hours if required.	E	A/I/R
PERSONAL STYLES / BEHAVIOUR		
To act with the utmost integrity at all times	E	A/I/R
Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.	E	A/I/R
Self-motivation and personal drive to complete tasks to the required timescales and quality standards.	E	A/I/R
The flexibility to adapt to changing workloads demands and new school challenges.	E	A/I/R
Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users.	E	A/I/R
Personal commitment to continuous self-development.	E	A/I/R
Personal commitment to continuous school improvement.	E	A/I/R
Personal commitment to the school's professional standards, including dress code as appropriate.	E	A/I/R
Be willing to consent to apply for an enhanced disclosure and barring service check.	E	A/I/R
Committed to upholding the Catholic ethos of the School	E	A/I/R

Application/Interview/References/Selection Process

The CCCAT uses the appropriate CES application forms for each role advertised. This application should be fully completed and legible. **The supporting statement should be typed in Arial 12, not exceed 1300 words in length, be clear, concise and related to the specifics of the post advertised above in order to gain an interview .**