

Job Description **Site Manager**

Start Date:	As soon as possible
Responsible to:	Headteacher & School Operations Manager
Location:	Lulworth & Winfrith, Stoborough, Wareham St Mary's and Wool Primary
Grade:	Grade 6 SCP 16-22; £29,572- £32,654 FTE per annum
Disclosure Level:	Enhanced Disclosure & Barring Service Check

Overall Purpose

- To ensure that the school's buildings, furnishings and site are safe, secure and maintained to Health and Safety standards and those of the Partnership. To plan, organise, execute and inspect all relevant works relating to the general school site.

Safeguarding

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches, Enhanced DBS check and satisfactory references.

Main Responsibilities

Health and Safety

- Support the Operations Manager to implement the CLP Health and Safety Policy and associated arrangements focusing on premises and working with other Duty Holders.
- Act as first point of contact within the school for premises health and safety matters, working closely with our health and safety consultants in collaboration with the Operations Manager.
- Support the Operations Manager and working with other Health and Safety Duty Holders facilitate school's Health and Safety Audit and address items on the resulting action plan ensuring that priority items are completed or annotated within timescales.
- Prepare and complete premises Risk Assessments as required by the CLP Health and Safety Policy.
- Attend and contribute to termly health and safety meetings with governors.
- Ensure all premises management and health and safety activities are completed as required by the CLP Health & Safety Policy using the nominated management system and nominated core compliance contractors and service providers. This includes statutory compliance activities using centrally appointed contractors and service providers, maintenance of catering and kitchen equipment, inspection of playground and gymnasium equipment.
- Undertake compliance rectification works using skilled / certified contractors as relevant and following requirements outlined in the premises section of this Job Description.

- Undertake statutory checks and routinely monitor the operation of the fire alarm, fire doors, lighting, heating, plumbing and security systems.
- Detect and report any building defects to the Headteacher and Central Team. As required, undertake monitoring of defects as required and instructed by appointed surveyors and specialists.
- The post holder has shared responsibility for ensuring the safety of the school site for all users and its adherence to Health and Safety procedures and by observing Health and Safety practice and behaviour around the school, ensure concerns and hazards are escalated to the Headteacher as required.
- Ensure all allocated equipment and materials are stored safely in order to prevent accidents/misuse. Issue equipment and materials as required by the school.

Risk Management

- Alongside the Operations Manager, act as Premises Health and Safety Duty Holder and form part of the school's Health and Safety Team (as defined in the CLP Health and Safety Policy).
- With the Operations Manager, have oversight of premises and health and safety risks that are unique to an individual school and are managed solely at school level.
- Ensure that significant risks are notified to the Central Team at the earliest opportunity.
- Support the Operations Manager in ensuring that hirers and external consultants / clubs have complied with the CLP Lettings Policy including providing all Safeguarding and insurance documentation.

Line Management

- Ensure that contractors on site are familiar with Safeguarding and Health & Safety requirements and related school procedures.
- Escort and supervise contractors as required by the school's procedures.

Premises

- Act, along with the Operations Manager as first point of contact for all premises issues within the school and establish an effective system to enable school staff to report concerns and jobs.
- To be responsible for the general tidiness including tree debris and safety of the outside areas; to keep surface drains, gutters and roof drains (at height) free of obstruction; to ensure pedestrian access in periods of severe weather conditions, treating main entrances and paths with salt/grit as appropriate.
- Work with the school colleagues, particularly the Operations Manager, to ensure good maintenance of the site; obtain quotes, oversee contractors, and plan works around the school calendar.
- Ensure security of the school site, liaising with any other occupiers as needed, and reporting concerns to the Headteacher.
- Manage and on occasion provide caretaking, building repair and maintenance, and cleaning services as required.
- To make appropriate arrangements for the collection of school waste, recycling and general waste
- Alongside the Operations Manager, support the Headteacher in the development of the school Capital plan and contribute to the premises budget setting process.

- Establish a rolling programme of internal decoration and carry out any agreed improvements while ensuring compliance with Health and Safety standards and working within budget parameters.
- Using the Planned Preventative Maintenance schedule (PPM) provided with the school's condition survey, electronically maintain the school's PPM schedule ensuring it is updated with completed and new items and accurately reflects prospective spend so that it can be used 1) in the budget setting process 2) to achieve cost-effective and timely maintenance of the school premises, meeting agreed standards and budget parameters, and 3) to inform the CLP Asset Management Plan of significant cost / urgent need items.
- Work with the CLP Central Team as required to enable surveys and inspections of school premises to inform the CLP Asset Management Plan (AMP) and ensure that priority items are notified at the earliest opportunity.
- Work with the CLP Central Team to deliver centrally funded or organised works or other premises activities, including facilitating site access, ensuring that problems on site during works and issues following works are reported at the earliest opportunity to the Central Team.
- Engage and monitor skilled / certified contractors as and when appropriate. Produce work specifications, obtain competitive quotes that meet requirements ensuring best value for money. As part of the engagement process paperwork as required by the Trust's Finance Regulation Manual must be completed and submitted for approval, and RAMS (Risk Assessment and Method Statements) must be gathered before commencement of works.
- Liaise with a designated officer as appropriate to carry out procedures for emergencies, including evacuation, lockdown and repairs.
- Supervise contractors on-site, ensuring that work is completed in line with specifications and to the required standard. Take any appropriate action to resolve problems and liaise with the Operations Manager or CLP Central Team as required.
- Arrange and/or carry out the movement of furniture and equipment within the site. Assist with general portage duties, including the distribution of items delivered to the school site.
- Report on premises matters to the Operations Manager and/or Headteacher ensuring necessary alterations and repairs are planned with relevant colleagues.
- Report on premises matters to the governing body; this will usually be via membership of the School's Health and Safety Team.

Grounds

- Lock & unlock the school entrances as required ensuring they are safe, to include gritting driveways / pathways as necessary. (Local arrangements will be in place due to the locations of each site).
- Ensure the school grounds remain tidy and the equipment kept in good order. This may include cleaning external drains and gullies.
- The post will occasionally require some outdoor work in adverse weather conditions, including ensuring safe access to school buildings when snow, heavy rain or ice problems occur.

Out of Hours

- Act as a key holder as required and undertake the day-to-day operational responsibility for all security activity within the site. (Local arrangements will be in place due to the locations of each site).
- Where possible, respond to any emergencies out-of-hours on evenings, weekends and school holidays such as floods, illegal entries and fires.

General

- Actively participate in learning and development activities to keep up to date and learn newskills, including all training requirements for CLP.
- Attend Premises Network Meetings.
- Respect any and all confidential information.
- Comply with all decisions, policies and standing orders of the schools and CLP; comply with any relevant statutory requirements, including Equal Opportunities legislation, Safeguarding regulations, the Health and Safety at Work Act and the General Data Protection Regulations.

Whilst every effort has been made to explain the main duties and responsibilities of the Site Manager role, each individual task will not be identified. It is expected that all colleagues will endeavour to deliver any tasks identified as reasonable by their Headteacher