



BABINGTON

HOUSE SCHOOL

SITE MANAGER

JOB DESCRIPTION

Accountable to: Business Officer

Job Purpose:

To manage the daily operations of the premises, grounds and school vehicles. Line Management of the Site Staff and administration of the Site IT systems. Provide a high level of health & safety checks and compliance.

Duties

Premises

- Management of contractors working on site either term time or during the holidays, ensure all contractor checks have been completed and appropriate risk assessments/permits/induction processes are completed and compliant.
- Oversee the administration of the Risk Manager system
- Line Management of the site staff including appraisals, training and development
- Manage the cleaning contractor on site ensuring standards of work are maintained and any areas for concern fed back
- Liaise with the Business Officer/Bursar re the capital plan for the year and schedule works accordingly, planning staff breaks and holiday working
- Oversee the maintenance schedules for the school in liaison with the Business Officer.
- Ensure all daily checks are completed by site staff, photos taken of any works required and remedial action completed with records updated
- Allocate and supervise the Site Staff to ensure prioritisation is in place of maintenance and emergency works
- Maintain a supplier and contractor contact list for regular call outs
- Obtain quotes for works as required in accordance with the finance policy
- Monitor, negotiate and renew maintenance and supply contracts in relation to premises, grounds and health & Safety

- Carry out minor repairs across the school, manage and assist site staff with moving of furniture and deliveries and all other site related jobs.

Health & Safety

- Complete and review risk assessments for school premises, grounds and plant and equipment used by site staff
- Produce safe methods of work for any high risk activities
- Maintain the site staff COSHH register annually
- Participate in the annual H&S audit and Fire Risk Assessment, addressing any action points in a timely manner
- Undertake appropriate H&S training and update annually ensuring the Site team have appropriate training for their role
- Investigate possible H&S reasons for staff and pupil accidents

Transport

- Ensure the minibuses are kept clean and tidy to a high standard
- Supervise daily checks on minibuses
- Maintain the minibus booking system
- Administer fuel cards
- Ensure all minibuses are serviced regularly
- Act as a minibus driver when required for students and staff

Other

- Be a keyholder for the school and attend call outs where necessary
- Attend events in eve/weekends
- Submit orders for supplies and contract works required using approval max
- Approve orders submitted by site staff and manage the premises budgets in liaison with the Business Officer

SPECIFIC RESPONSIBILITIES:

Any other duties as directed by the Bursar/Business Officer

For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.

Agreed by Headteacher:

Date:

Agreed by Jobholder

Date:



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PERSON SPECIFICATION

- DIY & Handyperson skills to identify, monitor and carry out minor repairs
- Line Management skills including staff rotas, appraisal and team development
- Ability to prioritise and work to deadlines
- Understanding of building maintenance and health & safety requirements of a school
- Awareness of COSHH, Legionella and Fire regulations
- Basic ICT skills
- Good Interpersonal skills – ability to relate to all staff and pupils
- Calm, cheerful disposition
- Willingness to work as a team and participate in the wider activities of the school
- Good communication skills
- Well organised
- Previous school experience is not essential but is desirable
- Full UK clean driving license is essential