



# Site Manager – Grade 6 Job Description & Person Specification

## **Job Description for Site Manager**

**Grade:** Emmaus Catholic MAC Pay Scales  
Grade 6 (SCP 12-17)  
£26,421- £28,770 FTE (37 hours) Pro rata

**Line Manager:** Principal

### **GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES**

The School Site Manager is responsible, through the Principal and Local Governing Body, for a wide range of duties and responsibilities connected with the fabric and grounds of the school.

### **SPECIFIC RESPONSIBILITIES**

#### **DUTY HOURS**

The postholder will be required to work 35 hours per week. In term time this will be worked between the core time of 6.00am and 10.00pm, 5 days per week, all year round.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

#### **Security and Associated Duties**

- Keyholder and all associated duties such as opening and closing of school premises, including gates, doors, windows, fire exits etc for the purpose of school use, co-ordinating opening and closing of school premises for lettings, out of school functions, maintenance, and emergency services.
- Carrying out security procedures for school buildings and grounds identifying any security risks and reporting to the School Business Manager.
- Monitoring the regular checking of the proper operation and function of alarms and fire equipment undertaking fire drills and ensuring emergency exits are not obstructed.
- Carrying out periodic fire and emergency lighting checks and maintaining records on the MAC compliance software, *Every*.
- Operate and respond to alarm systems where appropriate.
- Liaise with emergency services, security, and surveillance contractors.
- Perform security duties at the school gate before/after school and other occasions as an when required.
- Reporting acts of vandalism to the School Business Manager and/or police as necessary.
- Carrying out regular checks on the security gates and intercoms and reporting any defects to the School Business Manager.
- Supporting the School Business Manager with external lettings. Being on site during the course of the letting, if requested, and ensuring that the functions are conducted in an orderly manner and the behaviour of the hirer is not detrimental to the site or school facilities.

- Carry out any cleaning of the facilities that may be required prior to and after the letting.

## **Maintenance**

- Report all defects which require specialist repair, inspect electrical fittings and report defects as required to the School Business Manager.
- Log any building maintenance concerns on *Every* and keep the log updated with remedials, quotes and notes.
- Synchronise clocks time switches, as required.
- Undertake painting of school wall, classrooms, areas around the school on a rolling program.
- Undertake minor/simple repairs e.g. minor plumbing, changing light bulbs unblocking drains, DIY projects, redecorating, minor repairs and fixing.
- Purchase materials for minor repairs as approved by the School Business Manager.
- To carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory.
- To carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves etc. as agreed with the Principal/School Business Manager.
- To liaise with external contractors as arranged by the School Business Manager to ensure the maintenance of the premises is satisfactory.
- Inspect outside fabric of school report / repair defects as appropriate to the School Business Manager.
- Inspect all fences, gates, walls, steps, lights, playground equipment etc and report/repair defects to the School Business Manager.
- Undertake designated gardening duties and grounds maintenance duties including pruning and clearance to ensure unrestricted access to school site.
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records.
- Collect and assemble waste for removal, ensure litter bins are emptied on a regular basis.
- Undertake emergency & specialist cleaning tasks including sickness and spillages.
- Undertake cleaning duties such as graffiti removal, litter-picking.
- Provide emergency access to the school site.
- Provide access to the school site during the school holidays to support with building management.
- Clean and clear all drains and gullies to ensure effective and healthy operation.
- Liaise with contractors & undertake client role in connection with premises-related contracts.
- Ensure that satisfactory levels of caretaking and hygiene are achieved and maintained through the whole of the premises.
- Ensure that all pathways and all other external hard surface areas including the school field, playgrounds, any tennis courts, under canopy areas, trim trails and forest schools are kept clean, free of litter, leaves, snow, ice, moss, and weeds and that they are gritted or salted when required during wintry conditions.
- Carry out internal/external window cleaning where required.
- Undertake maintenance of the school hall to include any minor repairs etc.

- Check and control system functions, regularly check heating system, with due regard to the appropriate safety requirements, reporting all defects to the School Business Manager / Principal.
- Maintain the security of the school premises as a key holder.
- Supporting the School Business Manager in monitoring the periodic provision of maintenance service to the school for the boiler, blending valves, water systems (legionella risk assessment) and electronic equipment. Recording results as necessary and liaising with contractors, when necessary.

### **Resources**

- To advise the Principal/School Business Manager on matters relating to energy control and conservation.
- Contribute to planning, development, and organisation of systems/procedures/policies.
- Be responsible for maintaining records, information, and data, producing analysis and reports as required.
- Create and maintain a purposeful, orderly, and productive working environment.
- Ensure timely accurate design, preparation, and use of specialist equipment/resources/materials.
- To assist the School Business Manager in safety audits of the premises and contribute to relevant risk assessment activity.
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times.

### **Organisation and Supervisory**

- Take delivery of post, stores materials and other goods. Unpack and store stock in conjunction with the School Business Manager.
- Replenish stocks in classrooms, toilets, etc, eg paper towels, toilet rolls, hand soap.
- Porter duties e.g. delivering mail, moving furniture and equipment.
- Assisting the School Business Manager in the administration and operation of lettings.
- Advise on site development projects and make recommendations on site use.
- Monitor & manage stock within an agreed budget, cataloguing resources & undertaking audits as required.
- Comply with instructions with regard to arranging the necessary facilities for the school to be used as a polling station as required.
- Deal with all emergencies providing access for emergency services, assisting and securing premises as required.
- Move such items of school furniture as required, with due regard to current Health and Safety and Lifting and Handling regulations.

### **Support for School**

- Be aware of and comply with policies and procedures relating to good estate management (GEMS) child protection, equal opportunities, health and safety, security, confidentiality, and data protection. Reporting all concerns to the appropriate person.

- Co-operate with other MAC schools to ensure emergency cover in the event of sickness or other absences including holiday leave.
- Contribute to the overall ethos /work/aims of the school.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in relevant meetings as required.
- Be aware of and comply with the policies and procedures relating to safeguarding including Child Protection.
- Contribute to the overall ethos of the MAC and maintain positive, professional relationships with directors, staff, visitors, and all other stakeholders.
- Be loyal to the mission of the school and pay due regard to the Catholic nature of the School/MAC.
- Operate with the utmost regard to confidentiality and not divulge sensitive information to third parties.
- To comply with the School/MAC Code of Conduct, regulations, and policies.

It is the postholder's responsibility to carry out their duties in line with MAC policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. The postholder should act as an exemplar on these issues and should identify and monitor training for their self and any employees for whom they are responsible.

The postholder must at all times carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

The job description is not intended to be an exhaustive list of all duties and responsibilities that may be required.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. The MAC reserve the right to determine specific duties and tasks to reflect the changing needs of the school. This will be done without fundamentally changing the general character of the post or its level of responsibility.

Emmaus Catholic Multi Academy Company is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Child Workforce Disclosure and Barring Service Check.

**Person Specification for Site Manager Level 6**

Task	Essential	Desirable
<b>Qualifications and Training</b>		
G.C.S.E's 4 and above in Maths & English	✓	
Recognised qualification in ICT, electrics, plumbing or carpentry.		✓
Other relevant qualification in site management.		✓
Very good numeracy and literacy skills.	✓	
Prior knowledge of using Every for Schools compliance software.		✓
Able to understand and apply regulations (such as Health and Safety, manual handling regulations, COSHH etc).	✓	
Able to operate electrical/mechanical systems.	✓	
Willing to undergo training as required.	✓	
<b>Knowledge and Experience</b>		
Competent at basic building repairs, maintenance and grounds maintenance.	✓	
Previous caretaking / site manager experience within a school.		✓
Able to operate electrical/mechanical systems.	✓	
<b>Practical Skills</b>		
Listens well and communicates clearly and fluently with colleagues on a wide level.	✓	
Works effectively with a broad range of stakeholders and partners.	✓	
Relevant knowledge of first aid.	✓	
Able to effectively organise and supervise the work of others (such as contractors)	✓	
Work on own Initiative alone or as part of a team.	✓	
Able to regularly handle / carry heavy items	✓	
<b>Personal Qualities and Attributes</b>		

Reliable	✓	
Calm and patient under pressure	✓	
Trustworthy	✓	
Willing and able to work as per requirements when necessary	✓	
Be on call for emergencies	✓	
Must be flexible with regard to working hours	✓	
Polite and Courteous to all stakeholders	✓	

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people.

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.

