

JOB DESCRIPTION

Site Manager

37hrs per week – all year round

**Christ Church Primary Academy aims to serve its community by providing education of the highest quality. Christian values are at the heart of all we do.**

We seek to help each child reach high levels of attainment and achievement and have the highest life chances, respecting difference and offering equality of opportunity free from discrimination on grounds of race, sex, class or disability.

We believe in living Christian values;  loving and respecting each other. In this atmosphere children learn by example and grow morally, socially, emotionally and spiritually.

The position of Site Manager is crucial to our vision. We are looking for a passionate and enthusiastic individual who can help us to achieve our aims by aiding us to create a safe, welcoming school environment in which children can learn.

The successful candidate will take pride in ensuring that the school site is well presented and managed. Previous experience in a similar role is desirable but not essential.

Our school was built in the 1970’s and is built into the hillside, so spreads across three floors. Externally we have our own car park, bungalow annexe, large playground and grassed areas. The site backs onto woodland. We are easily accessible from Bradford and Leeds.

**Prime Objectives of the Post:**

To be responsible to the School Business Manager for the day to day safety, security, cleanliness and maintenance of the whole school site. Ensuring a well presented and maintained site at all times.

* Ensure that the school is a clean, safe and litter free environment
* Ensure that outdoor areas are safe and welcoming for children and visitors
* Create and maintain a purposeful, orderly and productive working environment
* Ensure that health and safety standards are maintained and school procedures adhered to
* Ensure that grounds maintenance work is undertaken and monitored in line with contracts.

Site Security

* Lock/unlock school building and site
* Undertake regular security checks and identify security risks, reporting swiftly to the Business Manager
* Monitor Fire Safety Equipment and carry out sufficient fire alarm tests and drills in accordance with the Fire Risk Assessment
* Operate and respond to alarm systems as appropriate
* Liaise with police, security and surveillance contractors both during normal hours and outside as appropriate
* Provide emergency access to the school site
* Coordinate deliveries and allow access for contractors

Maintenance

* Undertake appropriate repairs eg; small repairs, redecorating etc
* Organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory
* Organise and carry out ongoing decoration programmes as agreed with the Business Manager/Headteacher
* Organise and carry out minor improvement works; eg: erecting shelves, notice boards, making good walls etc
* Undertake regular documented site inspections
* Identify defects and record repair and maintenance requirements
* Collect and assemble waste for collection
* Undertake regular cleaning duties such as graffiti removal and litter picking
* Undertake specialist cleaning tasks such as buffing and polishing the hall floor
* Supervising contract cleaners through ongoing communication with the contract supervisor and cleaning company
* Provide relevant training for staff in the use of equipment

Administration

* Carry out routine administration tasks such as recording fire alarm tests, completing purchase orders and keeping adequate logs of maintenance programmes and requirements
* Keep a record of relevant stock levels and inform the Business Manager when replenishment is required eg paper, consumables
* Assist the Business Manager in the ongoing creation, review and implementation of risk assessments

Responsibilities

* Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality reporting all concerns to the appropriate person
* Contribute to the overall ethos/work/aims of the school
* Participate in training and other learning activities as required
* Ensure compliance by self and others with all health and safety policies and procedures
* Ensure safe use of equipment and materials ensuring that relevant policies and legislation are followed at all times.
* Present a positive personal image, contributing to a welcoming school environment which supports equal opportunites for all

Person Specification

The successful applicant will demonstrate the following experience, skills and characteristics:

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| **Experience** | Essential | Desirable | How identified |
| Experience of working in a school or other site management role |  |  | Application form (A), Interview (I) References (R) |
| DIY experience at the level of minor maintenance |  |  | Application form (A), Interview (I) References (R) |
| Experience of overseeing other works i.e. contractors, cleaners etc. and of undertaking responsibility for the care and maintenance of premises. |  |  | Application form (A), Interview (I) References (R) |
| Experience of overseeing other works i.e. contractors, cleaners etc. and of undertaking responsibility for the care and maintenance of premises. |  |  | Application form (A), Interview (I) References (R) |
| Experience of managing own time and prioritising workload |  |  | Application form (A), Interview (I) References (R) |
| Experience of following purchasing and other financial procedures |  |  | Application form (A), Interview (I) References (R) |
| Experience of working in an office environment or similar |  |  | Application form (A), Interview (I) References (R) |
| **Qualifications / training:** |
| Basic training in one or more of the following; plumbing, general and ground maintenance, electrical/building maintenance, heating systems, decorating (or sound experience of same). |  |  | Application form (A), Interview (I) References (R) |
| IOSH Health and Safety training (or willingness to undertake) |  |  | Application form (A), Interview (I) References (R) |
| English & Maths GCSE A-C or equivalent |  |  | Application form (A),  |
| An understanding of spreadsheets/databases/computer systems (or willingness to learn |  |  | Application form (A), References (R) |
| Good ICT skills including the use of Word and Excel software |  |  | Application form (A), References (R) |
| Recognised First Aid qualification |  |  |  |
| **Knowledge / Skills:** |
| Working knowledge of Health and Safety relating to the post |  |  | Application form (A), Interview (I) References (R) |
| Knowledge of the operation of heating, ventilating systems and common causes of malfunctions and energy efficiency measures |  |  | Application form (A), Interview (I) References (R) |
| Knowledge of basic management skills |  |  | Application form (A), Interview (I)  |
| Knowledge of schools and issues relating to education |  |  | Application form (A), Interview (I)  |
| Knowledge of maintenance and security systems and procedures |  |  | Application form (A), Interview (I) References (R) |
| **Personal Characteristics** |
| Ability for some heavy lifting, physical fitness appropriate to tasks |  |  | Application form (A), Interview (I) References (R) |
| Ability to lead and work as part of a team, taking responsibility and prioritising work and meeting challenging deadlines |  |  | Application form (A), Interview (I) References (R) |
| Excellent organisational skills |  |  | Application form (A), Interview (I) References (R) |
| Clean driving licence and use of own car |  |  | Application form (A), Interview (I) References (R) |
| Excellent communication skills, both verbal and written |  |  | Application form (A), Interview (I) References (R) |
| Ability to work under pressure and remain calm in difficult situations |  |  | Application form (A), Interview (I) References (R) |
| Ability to plan own workload and be aware of other colleagues’ priorities |  |  | Application form (A), Interview (I) References (R) |
| Keen to develop professionally and learn new skills |  |  | Application form (A), Interview (I) References (R) |
| Highly motivated, and able to analyse and problem solve |  |  | Application form (A), Interview (I) References (R) |
| Ability to use discretion and have an understanding of the importance of confidentiality |  |  | Application form (A), Interview (I) References (R) |
| Motivation to work with children and young people in an educational setting |  |  | Application form (A), Interview (I) References (R) |
| Ability to recognise and maintain personal boundaries with children & and young people |  |  | Application form (A), Interview (I) References (R) |
| Commitment to implement the school’s Behaviour Management Policy or to refer to teaching colleagues as appropriate |  |  | Application form (A), Interview (I) References (R) |
| Flexibility around holidays, taking holidays only in schools holidays with a maximum of 2 weeks taken during the summer holidays  |  |  | Application form (A), Interview (I)  |