

Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

Job details

Job title:	Queensbridge and Mapledene Site Manager
Directorate:	Queensbridge
Reporting to:	Headteacher/ Business Manager/ Centre Manager
Grade:	SO2 (if no NVQ Level 4 or equivalent) PO1 if N/SVQ Level 4/ NHD/ Degree in relevant discipline or appropriate experience at senior level

Job description

Purpose of the post:	<ul style="list-style-type: none">Responsible for the property and in assisting in the management of the school. Liaising daily with the Headteacher on caretaking and site management issues.Maintaining any machinery or plant within the school. Maintaining the internal and external fabric of the schools premises as a safe working environment.
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Main duties and responsibilities:	<p>Management & Supervision:</p> <ul style="list-style-type: none">Ensure contractors or directly employed cleaners perform to the standard laid down in the cleaning specification. The Site Manager will report to the Headteacher on any failure to meet the required cleaning standards.Deal with enquiries from staff and pupils. Supervising the gate each morning/ after school.Induction and training of other caretaking staff and cleaners to ensure they are conversant with the duties and standards of work expected of them.Supervision of caretaking/cleaning staff.Maintain effective working relationships and ensure good timekeeping, dealing with minor grievances and ensuring work schedules and standard are maintained.Certify weekly time sheets for cleaners and preparing claims for caretaking fees for lettings.Attend training courses where appropriate.Lead and Manage asbestos for Queensbridge and MapledeneReport to Governing Body which will involve attendance at Governors meetings where appropriate.Organise contractors to attend site for remedial works and ensure best value for money is achievedManage and monitoring of any facility or building contractors that are undertaking work
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on the schools premises.

- Assist any project visitors to the school with their machinery/ equipment.
- Manage the hiring/letting of the school premises in consultation with the Headteacher

Security:

- Manage the opening and closing of school to include all appropriate gates, windows, doors and fire escapes for the purpose of school/ CC use- including after Winter Fayres, Governing Body meetings and other events being held.
- Liaise with emergency services/ call outs for the burglar alarm.
- Weekly Banking for Queensbridge and Mapledene
- Consult with Headteacher on cover arrangements for lettings and out of school hours functions.
- Ensure the weekly checking and proper operation and function of all alarms and fire equipment, with the PDC. Check daily emergency exits and entrances are not obstructed.
- Undertake yearly fire risk assessment.
- Compile reports on acts of vandalism for the Headteacher and Police where necessary.
- Assist in the management of internal mail courier duties as required by the Headteacher.
- General site supervision, including prevention of trespass, ensuring that unauthorised parking does not occur. Move badly parked traffic on from outside the school gates at start/ end of day.
- In conjunction with the Headteacher ensuring the safe use of the school site at all times eg. working at height and attending relevant courses for these areas.
- In the Summer term to aid in the secure transfer of children's secondary school records to those in borough

Heating:

- Manage, check and control system function, including frost precaution procedures.
- Maintain stock levels as required including ordering and receipt of supplies.
- Vent heating system as required, change timers.
- Oil and grease pumps, clean all external parts of system including tops of burners as required, with due regard to safety requirements including isolation of plant as required.
- Report all defects to the appropriate maintenance contractor.
- Change filters as appropriate.

Energy Conservation:

- In conjunction with the Headteacher, implement all agreed policies.
- Reading, recording and reporting all meter readings as required by the Headteacher and or Energy Conservation Officer.
- Liaison with the Energy Conservation Officer.
- Implement recommendations authorised by Headteacher.

Emergencies:

- Cleaning sickness, etc and spillage's as required.
- Ensure all bursts, leaks, flooding, fires and breakages are dealt with promptly and safely as appropriate.
- Ensure all electrical and gas emergencies breakages are dealt with promptly and safely as appropriate.
- Ensuring access, assist and secure premises for all emergencies services as necessary. Ensuring all gates lock/close appropriately

Lettings:

- Manage the Lettings process.
- Ensure effective lettings; ensuring areas are cleaned as required in accordance with Hackney Learning Trust's arrangements.

Internal Maintenance:

- Fixing day to day repairs, topping up soap dispensers and toilet roll daily
- Ability to do repairs yourself or painting rather than buying outside agencies in
- Reporting all defects which require specialist repair.
- Visually inspect electrical fittings and report defects as required. Replace bulbs, fluorescent fittings, shades and domestic fuses as required.
- Regularly inspect all plumbing and report/repair defects as appropriate.
- Regular measurement of water temperature re: prevention of Legionella.
- Synchronise all clock, time switches, etc as required.
- Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate (excluding electrical equipment).
- Assist with laminators when they get stuck
- Subject to the requirements of Health and Safety and the use of proper equipment, touch up decoration on any area agreed as reasonable with the Headteacher.
- Be responsible for the supply and availability of hygiene materials as required.
- Receive and move supplies to various parts of the building as appropriate.
- Remove or obscure all graffiti as required by the Headteacher.
- Paint doors as desired

External Maintenance:

- Maintain cleanliness and general tidiness of all external areas, and empty litter bins daily.
- Clean and clear all drains, gullies and ensure effective and healthy operation.
- Inspect outside fabric of the school and report and/or repair defects as appropriate.
- Inspect all fences, gates, walls, steps, lights etc, report and/or repair defects as appropriate.

- Agree a system with Governing Body, and Headteacher for window cleaning arrangements, and monitor if appropriate.
- Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt, etc. Order any necessary de-icing materials.
- Inspect all outside areas for hazardous materials. Consult with Headteacher for the best method of removal.
- Maintenance of school gardens including planting bulbs etc.
- Oversee regular cutting of grass/ weeding in all play areas.
- Jet wash the nursery, reception and main playground regularly- once a week for reception play ground

School Cleaning:

- Where cleaning is undertaken by direct labour or contractor, ensure that the school is cleaned to the agreed specification. Report any issues to the Headteacher.
- In accordance with the schedule laid down, check regularly that the barrier matting is serviceable and that routine maintenance (dust bags, filters, etc) of buffers, sprayers, etc is undertaken.
- On direction from the Headteacher, ensure that any temporary departure from the standard cleaning specification is carried out effectively within the approved budget (major school activities, inclement weather problems, emergencies, building works, etc).
- In areas where the Caretaker undertakes a proportion of cleaning, undertake the cleaning of those areas as directed by the Headteacher.
- Daily disinfection of water fountains.

Stock Control:

- Maintain stock levels as required, ordering and receipt of supplies within agreed budget in consultation with Senior Admin Officer.
- Ensure safe storage of all stock in clearly labelled cupboards/areas.
- Maintain an up to date list of all hazardous substances and where they are located, ensuring a copy is kept in school office in case of emergency.
- Archiving old records securely in the archive cellar room

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

Day to Day outline perhaps :

6.30-7	Mapledene (unlock at 6.30, stay on site there- bins/ cleaners/ soap dispensers, toilet rolls, fixing, health and safety, jet wash EY, weeding etc
7- 8.30	Daily routine at Queensbridge (clean up playground, leaves, bins, soap, toilet roll, fire checks, pest control, health and safety bits and pieces, premises checks, chairs if assembly, sports day, shed stuff- general day to day)
8.45-9.05	Gate Duty (comfort break anytime around 10.30)

9.05-11.45	Admin, repairs, paperwork, raising orders, putting orders away, health and safety checks, risk assessments, meetings with contractors , and lots of other things! 11.45 comfort break/ 12-1 lunch
1.30-2.45	Mapledene (day to day/ statutory tests, strategic- all year round)
2.50-3.30	Gate at Queensbridge
5.45pm	Close windows at Mapledene
6.30pm	Close Queensbridge

General requirements:

- Take part in the school's performance management system.
- Attend governing body meetings on a regular basis.
- Enhanced CRB Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Job title:	Site Manager
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Person Specification

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	Essential	Desirable
Qualifications		
1. N/SVQ Level 4/ NHD / Degree in relevant discipline or appropriate experience at senior level	✓	
Experience		
2. Relevant experience of working in a similar role within a school or similar setting	✓	
3. Experience of monitoring and liaising with contractors and suppliers	✓	
4. Experience of current cleaning materials/methods/appliances and monitoring the quality of work undertaken by cleaning staff	✓	
Knowledge		
5. An understanding of health & safety requirements of a school or other public institution	✓	
6. To communicate clearly to all sections of the school community both verbally and in writing.	✓	
7. Demonstrate knowledge of security methodology for both building and grounds without risking the health and safety of the school community.	✓	
8. Full working knowledge of relevant policies / codes of practice / legislation	✓	
Skills		
9. D.I.Y. skills to undertake day to day repairs and maintenance of building, including a working knowledge and operation of the school heating system.	✓	
10. Ability to assist in the training and induction of new cleaning and caretaking staff.	✓	
11. Understanding of the principles of health & safety in a school environment including COSHE.	✓	
12. Ability to manage own time effectively and demonstrate initiative including establishing procedures and prioritizing own workload.	✓	
13. Ability to adhere to working procedures and policies within the school environment.	✓	

14. Ability to operate as part of a team or individually as required.	✓	
15. Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment to undertake the duties of the post.	✓	
16. Ability to carry out a range of administrative tasks, including stock taking and ordering.	✓	
17. Display a conscientious and logic approach to the variety of tasks necessary for the smooth running of the school.	✓	