



JOB DESCRIPTION

JOB TITLE: Residential Site Manager
Facilities Support Level C

PURPOSE OF JOB

To work proactively under the direction of the Headteacher or other nominated member of staff, ensuring the upkeep of a high standard of cleanliness, maintenance & security to the school, to ensure a clean and safe learning environment for the pupils.

- Supervisory responsibilities
- Serious problems can be referred to manager/supervisor/Headteacher
- All duties will be carried out within recognised procedures
- There will be a need to interpret information and to resolve differing problems
- First point of contact for contractors to the school

PRINCIPAL ACCOUNTABILITIES

- To *promote* and maintain cleanliness and tidiness, thus creating a pleasant, safe and hygienic working environment.
- To *ensure* designated areas are cleaned in accordance with the building cleaning specification as directed by the Headteacher or designated nominee. This may include hallways, floors, removing graffiti as well as unpleasant and potentially harmful substances from surfaces.
- To carry out and/or to *ensure* all aspects of cleaning within the school and on site are completed appropriately in line with Health & Safety guidelines

- To be *responsible* for any gardening within the school grounds in order to *ensure* a presentable environment for pupils, staff and visitors.
- To *monitor*, order and take delivery of appropriate supplies and equipment to *ensure* stock levels are adequate and ordered within an agreed budget.
- To carry out minor repairs and report defects such as faulty plugs, fuses etc to supervisor/manager.
- To inspect school equipment as specified, and to carry out basic maintenance to school buildings, this may include decorating, carpentry, basic plumbing, and minor repairs such as faulty plugs, fuses, light bulbs, and refurbishment projects such as erecting shelves, partitions, work surfaces as directed within capabilities.
- To read all metres and record as required, including assistance with energy conservation procedures, and to operate heating and hot water supply plant in accordance with agreed policy instructions and carry out frost precaution procedures.
- To work with the Headteacher to train and retain new facilities support staff, and to *assist* with the recruitment of new staff in order to *ensure* an effective workforce is available to carry out the service required.
- To move furniture as required. There is no provision for the task to include the wholesale placement and removal of chairs on a daily basis, however chairs may need to be arranged on occasion as required.
- Take such measures as appropriate to protect the school and its contents.
- To comply with regulations relating to security and confidentiality.
- To be 'on-call' in the event of an emergency during school closure times. (although a member of staff should not be expected to attend an emergency on site alone) and to contact the appropriate services in the event of an emergency such as fire, flood, break-in, vandalism and accident.
- To be a key holder for the school premises, responsible for *routine* opening and closing of the school premises if required.

- To *ensure* access is provided to cleaning/contractors' staff within approved times.
- To perform risk assessments if required, and to liaise with other agencies in order to *ensure* Health and Safety checks are carried out, such as fire alarm testing, premises checks and electric and gas safety checks and that Health & Safety standards are maintained.
- To *supervise* cleaning staff or *monitor* cleaning contracts staff, and record cleaning standards to *ensure* the requirements are maintained and that the school is a clean and pleasant environment.
- To Induct and train cleaning staff during the probationary period, including leading and recording probationary period meetings
- To manage premises staff appraisals and absence management meetings
- To liaise with external cleaning company
- First point of contact for contractors to the school
- To liaise on a daily basis with the Headteacher or nominated person to discuss any areas of concern and to decide on the order of work required to be carried out by the postholder or contractors.
- To reside in the site manager's house on the understanding that the post holder and family does not continue to reside at the property after the employment has ended.
- To uphold the Council's policies for anti-discriminatory practice and equality of opportunity.
- To uphold the Council's and other departments' Health and Safety requirements, particularly with regard to agreed codes of practice and safe methods of working.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job

PERSON SPECIFICATION

POST TITLE: Facilities Support Level C

ESSENTIAL CRITERIA

Job Related
Education and
Qualifications and
Knowledge

- Educated to NVQ Level 2 or comparable relevant experience
- A basic knowledge of building maintenance in at least two of the following areas: plumbing, decorating, carpentry, basic electric's (such as plugs, fuses & light bulbs)
- Knowledge of Health & Safety regulations in schools including COSHH guidelines

Experience

- Two years experience of Facilities Support related work
- Experience of organising or dealing with supervision of a range of maintenance and janitorial duties
- Experience of supervising staff

Skills/Abilities

- Physical fitness, encompassing the ability to bend, stretch, lean, reach, carry heavy and awkward items
- The ability to work flexible hours
- Effective verbal communication skills
- Good Numeracy & Literacy skills
- Strong organisational skills
- The ability to prioritise own workload
- The ability to work unsupervised
- The ability to supervise the work of others
- Demonstrate the ability to liaise effectively with other staff, contractors and visitors to the school

Other Requirements

- Willingness to undertake necessary tasks of an unpleasant nature
- An aptitude for, and a willingness to be trained in modern cleaning methods and machinery (cleaning) operations
- Willingness to learn and keep up-to-date with Health & Safety procedures relevant to the role
- A willingness to be fully involved with the school community
- An ability to present a good impression for the school

- An understanding of the behaviours expected when living on site

Equalities

To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.
