



DE LA SALLE SCHOOL
JOB DESCRIPTION
SITE MANAGER

Post: Site Manager
Scale: Grade J (NJC SCP 26-28)
Responsible to: Business Manager

Purpose of the Post

Responsible for the upkeep, care, maintenance, health and safety and facilities management of the school and that of partner schools in the future.

Premises

1. Manage premises staff to include: training and development including acquisition of skill levels regarding minor maintenance work, succession planning and performance management.
2. Agree, implement and monitor working practices of the site team.
3. Develop, review and update the bank of risk assessments relating to premises and the site team.
4. Manage the on-line service desk for staff to report repairs, maintenance and health and safety concerns.
5. Monitor the support levels and trends through the on-line service desk.
6. Develop, cost, manage and evaluate the effectiveness of the Site Development Plan including capital expenditure.
7. Develop, cost, deliver and evaluate the effectiveness of the Site Maintenance Programme.
8. Use the Building Management System (BMS) to monitor heating, ventilation and air conditioning to ensure a comfortable working environment for building occupants and ensure compliance with current legislation.
9. Monitor energy efficiency and actively seek to develop strategies to reduce consumption by ensuring the Building Management System is utilised to its full potential.
10. Manage the security and opening and closing of the building.
11. Co-ordinate opening, closing and support for events, examinations and functions.
12. Monitor the efficiency of all premises related Service Level Agreements and maintenance programmes liaising with service providers and Local Authority as required.
13. Procure all services and resources required for facilities management in line with Contract Procedure Rules, LA and local financial instructions.
14. Responsible for contractors whilst on site, ensuring appropriate working practices are observed and safeguarding procedures followed.
15. Manage and oversee the cleaning contract and associated staff.

Health and Safety

16. Develop a sound health and safety management system and culture, ensuring records and risk assessments are maintained and updated as legally required.
17. Review and update the Fire and Emergency Evacuation Procedures.
18. Conduct initial and review Visual Display Unit (VDU) assessments for VDU users.
19. Conduct and maintain records of a termly site inspection to ensure risks to users of the site are adequately controlled and comply with legal requirements.
20. Report accidents to the Corporate Safety Section.
21. Investigate accidents and incidents, gathering information and identifying any further controls measures required to reduce the risk of further accidents of a similar nature occurring.
22. Co-ordinate termly fire drills.

23. Ensure all tests and statutory inspections are completed, records maintained and any necessary remedial work undertaken.
24. Review and update the Fire Risk Assessment annually.
25. Develop, review and update the bank of COSHH risk assessment as required.
26. Responsible for the operation of the site at all times, i.e. call outs may be required.

Lettings

27. Responsible for the management of the school lettings diary and associated arrangements for access and egress.
28. Liaise with potential hirers and hirers to agree hire of facilities and ensure up to date lettings agreements, insurance and child protection policies are in place.

Transport

29. Ensure the school's vehicles are maintained, cleaned, serviced and insured.
30. Undertake checks and maintenance on the school vehicles and maintain records for audit purposes.
31. Undertake checks and maintain records of staff driving licences for minibus driving purposes.
32. Arrange training and maintain records of staff minibus driving qualifications.

Asset Management

33. Maintain and audit the school's Asset Register ensuring all assets are security marked, securely stored and accounted for.
34. Arrange disposal of assets once approval has been confirmed and maintain an audit of these to meet LA and local financial regulations.
35. Produce an annual snapshot of the Asset Register for audit purposes.

Communication

36. Report to and liaise with Business Manager on a regular basis in terms of all areas of responsibility.

PERSON SPECIFICATION

SITE MANAGER

CRITERIA	ESSENTIAL	DESIRABLE	Where Measured
Experience	<ul style="list-style-type: none">• Successful experience of managing a team of premises staff• Considerable experience in dealing with external contractors• Considerable general maintenance experience• Experience in obtaining best value for money when managing budgets• Experience in managing premises budgets• Experience in managing building projects• Experience of successfully managing a variety of events• Experience in managing Service Level Agreements ensuring good value for money.	<ul style="list-style-type: none">• Experience of operating of a Building Management System	<ul style="list-style-type: none">• Application/Interview
Qualifications/ knowledge and training	<ul style="list-style-type: none">• Excellent numeracy and literacy skills• Knowledge of Health and Safety legislation and requirements• Sound training in one or more of the following; plumbing, general and ground maintenance, electrical/building maintenance, heating systems (or sound experience of same)• Knowledge of operation of heating, ventilation systems and common causes of malfunctions.• Knowledge of maintenance and security systems and procedures• Knowledge of procurement procedures• Knowledge of supervisory skills• Good level of ICT skills	<ul style="list-style-type: none">• NEBOSH• Level 3+ qualification in a relevant discipline	<ul style="list-style-type: none">• Application/Interview

CRITERIA	ESSENTIAL	DESIRABLE	Where Measured
Skills and qualities	<ul style="list-style-type: none"> • Excellent communication skills • Excellent telephone manner • Ability for some heavy lifting, physical fitness appropriate to tasks required • Ability to respond calmly to emergencies • Ability to relate well to children and adults • Ability to work constructively as part of a team 		<ul style="list-style-type: none"> • Application/Interview
Other circumstances	<ul style="list-style-type: none"> • Flexible approach to working hours • Full driving licence • An ability to fulfil all spoken aspects of the role with confidence through the medium of English. 		<ul style="list-style-type: none"> • Application/Interview