



Job Description Site Manager

EXCELLENCE

Ambitious
Courageous
Achieving
Leadership

CREATIVITY

Risk taking
Flexible
Inquisitive
Reflective

VISION

BSfG skills
Values
Technology
Global

Job Title	Site Manager
Line Manager	School Business Manager
Salary Scale	SO1 point 21-25, 36 hours, full time.
Main Purpose of the role	<p>The Site Manager is responsible for:</p> <p>The school site/s and grounds including extended school activities, ensuring that it is maintained in a safe, clean and secure condition, and to undertake such tasks as may be necessary for effective site management</p> <p>Assisting the governors, Headteacher and senior leadership team (SLT) in formulating aims and objectives of the school and in establishing the policies, systems and procedures through which they shall be achieved, including development of resource plans as required</p> <p>The co-ordination of Health & Safety ensuring that regulations are followed and adhered to throughout the school and associated risk assessments.</p> <p>Providing advice, training and assistance in premises related matters including legislation and regulations</p> <p>The line management of all premises staff including their induction, training and performance management</p> <p>Managing and monitoring relevant budgets ensuring best value principals are followed where possible</p> <p>Supporting and contributing to the overall ethos, work and aims of the school</p>
Operational	<ul style="list-style-type: none"> • To establish and maintain good relationships with all students, parents/carers, colleagues, contractors and other professionals • To organise and monitor premises staff workloads and shifts including cover for absences, delegating tasks appropriately • To act as a key-holder and controlling site keys, routine and non-routine opening • To be responsible for the maintenance of the school site, buildings and grounds to a high standard • To ensure maintenance and functioning of the school's heating and utility systems / services • To maintain an up to date location plan of all turn valves / switches for utilities • To producing and implement an annual maintenance plan which identifies and schedules service contracts and long term

non-recurring, short term cyclical and preventative work

- To draw up and maintain a premises development plan in liaison with Line Manager, which prioritises the work required and projects costs
- To liaise under the direction of Line Manager with architects and surveyors and assisting in the preparation of outline specifications for alterations and improvements to the buildings
- To ensure that all school grounds are cleaned to agreed standards and specifications including the establishment of effective monitoring and rotas
- To support the Line Manager in monitoring the cleaning standards within the school buildings
- To arrange for the removal of graffiti, the cleaning of laundry items, contracts for refuse collection and sanitary bins
- To report on, arrange and oversee any alterations, redecoration, building and maintenance works and specialised repair work
- To personally undertake minor repairs and maintenance tasks which are within the post holder's competence and identified as such, arranging for other repairs to be carried out, and organising emergency response to vandalism damage
- To order and maintain stocks of materials, equipment and protective clothing as required
- To organise and / or personally undertake the removal snow and other obstructions from entrances, steps, access pathways etc maintaining adequate stocks of salt and sand
- To ensure all deliveries to the school are correctly accepted, securely stored and distributed
- To prepare and up date as required a list of approved contractors for repairs, maintenance and redecoration, preparing specifications and obtaining tenders, ensuring best value
- To be responsible for the security of the site and grounds including liaising with other stakeholders in respect to arrangements such as safeguarding requirements as per school policies and procedures
- To co-ordinate car parking facilities on the school site/s
- To ensure that all staff and visitors are clearly identifiable and recorded
- To report as appropriate any breaches of security and ensure that any resultant damage is remedied properly and promptly
- To support the finance staff in the transport of monies to and from the bank as required
- To undertake and co-ordinate various portorage and administrative duties
- To investigate and implement wherever possible ecological environment friendly solutions
- To promote and support lettings of school facilities to ensure that income opportunities are maximised and required documentation completed in liaison with the finance department
- To ensure, in conjunction with Headteacher and Line Manager, that all H&S procedures and requirements are being resourced and met, so recognising the health, safety and welfare of all premises users and visitors, including contractors
- To ensure all required risk assessments are carried out and completed, and action taken where necessary
- To ensure that appropriate signs and notices are displayed

	<ul style="list-style-type: none"> • To notify appropriate agencies of issues and make necessary arrangements such as a pest / vermin problem • To ensure that the required documentation and reporting of incidents including accidents are fulfilled • To co-ordinate the evacuation and search of the school premises as required liaising with Headteacher and Line Manager at all times
Personnel	<ul style="list-style-type: none"> • To ensure required safeguarding checks have been completed as per school policies and procedures prior to engaging contractors, informing Line Manager of any concerns • To identify training needs of premises staff and organising appropriate development opportunities • To complete premises staff performance management reviews and the setting of appropriate targets • To be involved in the recruitment of premises staff when required • To deal with any disciplinary issues as required by school procedures and policies and as directed by Line Manager
Administrative / Financial	<ul style="list-style-type: none"> • To ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines • To prepare information, statistics and reports as required by Line Manager, Headteacher and the Governing Body • To undertake responsibility for all necessary administration relating to all areas within post holder's remit • To undertake responsibility to ensure that all manual and computerised records and filing systems relating to all areas within post holder's remit as required • To process, input, extract and analyse information from school's database system/s • To ensure compliance within the school of data protection regulations • To maintain up to date records of the school's assets • To deal with correspondence promptly and as required • To manage, monitor and review relevant budgets ensuring best value principals are followed where possible • To ensure that financial procedures and activities are carried out as required by school policies and procedures such as taking meter readings, placing purchase orders and authorising invoices for payment • To negotiate service contracts and effect tendering for areas of responsibility ensuring necessary checks and documentation are obtained including HMRC requirements • To make and submit applications whenever possible for additional grants, for areas of responsibility providing information as required. • To produce and monitor all Risk Assessments associated with the whole school site with regard to health and safety and site security.
General	<ul style="list-style-type: none"> • To work outside of normal school working hours as required for extended school status activities, lettings, school events, and emergencies

- To participate in school emergencies as required, including co-ordinating arrangements, locating students and relevant staff, providing contact details and completing necessary documentation
- To arrange and give training sessions to staff to ensure that they are aware of procedures and regulations
- To attend training sessions and meetings as required including Governors' sub-committee and full meetings
- To undertake first aid training and responsibilities as required
- To seek, consider, and act upon professional support and advice as required
- To keep up to date with relevant legislation and regulations including Health & Safety and Control of Substances Hazardous to Health (COSHH) developments, and communicate relevant information to staff
- To support the Headteacher and Line Manager in advising the governing body and its committees as appropriate and required
- To assist in such duties and activities relating to any of the above areas appropriate to grade as the Headteacher and Governors shall from time to time reasonably require

PERSONAL AND PROFESSIONAL CONDUCT

Treat pupils and staff with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to professional position.
 Having regard to the need to safeguard pupils' wellbeing in accordance with statutory provisions.
 Show tolerance of and respect for the rights of others.
 Do not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
 Ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Staff must have proper and professional regard for the ethos, policies and practices of the school and maintain high standards in their own attendance and punctuality.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Brentford School for Girls or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984.

Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Staff at Brentford will also be responsible for any other duty deemed reasonable as directed by the Headteacher.

Signed: _____

Date: _____