

Milton Keynes Council – Role Profile

Role Title: **School Site Manager**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: **JE0792**

Grade: **E**

Purpose of job

- To be responsible for the maintenance and security of the school premises and site, ensuring a safe environment
- To supervise the work of other premises staff including cleaning staff and grounds personnel
- To undertake cleaning duties

Key Objectives

| | |
|---|---|
| 1 | Act as a designated key holder and be responsible for the school premises and be responsible for the routine and non-routine (emergency) opening and closing of the premises. To report trespass, theft or unauthorised parking of vehicles to appropriate person |
| 2 | Ensure that buildings and the site are secure, including during out of school hours and taking remedial action if required including arranging emergency repairs |
| 3 | Regular supervisory responsibility for work of other premises staff which may include line management responsibility |
| 4 | Contribute to the management of the premises budget and procure quotes for routine maintenance work on school premises |
| 5 | Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales. |
| 6 | Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms) |
| 7 | Ensure the operation and maintenance of specialised equipment following training for example swimming pools and sports/theatrical equipment |
| 8 | Undertake minor repairs to site, furniture and fittings (ie not requiring a craftsperson) and maintenance of the buildings and site which may include handling small amounts of cash for the purchase of materials to carry out repairs |

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Provide training on health and safety issues to other premises staff
- Procure quotes for routine maintenance work on school premises.
- Handle small amounts of cash for the purchase of materials to carry out repairs.
- Requires occasional short periods of physical effort such as bending and stretching and using tools and equipment.
- Work is occasionally exposed to conditions that are generally unpleasant, hot, cold, wet, noisy, dirty or that involve some measurable physical risk

Work Profile

- Procure quotes for routine maintenance work on school premises
- Be responsible for other site staff including cleaning staff and grounds persons
- Arrange regular maintenance and safety checks
- Monitor consumables and stock and/order supplies
- Undertake general portering duties, including moving furniture and equipment within the school
- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately
- Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
- Facilitate lettings and carry out associated tasks, in line with local agreements
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required
- Contribute to the overall ethos/work/aims of the school
- Attend relevant meetings
- To maintain confidentiality

Other information

Milton Keynes Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

| Skills and Knowledge | | Level | | Assess by: |
|---|--|-------|----------|--|
| <u>A</u> ttainable | Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time | | <u>A</u> | A Application I Interview T Testing R Reference |
| <u>D</u> esirable | Applications will be preferred from candidates with the denoted qualifications or experience | | <u>D</u> | |
| <u>E</u> ssential | Applicants without the denoted qualifications or experience will not be considered for this role | | <u>E</u> | |
| Qualifications | No specific qualifications but evidence of trades certification etc may have particular relevance for some schools | X | | A |
| Skills / Experience | Extensive hands-on experience of a wide range of maintenance / janitorial functions | X | | A |
| | Experience of direct staff management and management of third-party contractors | | X | A |
| Competencies | | Level | | Assess by: |
| <u>A</u> wareness | Demonstrable aptitude and ability to develop in the particular work area | | <u>A</u> | A Application I Interview T Testing R Reference |
| <u>S</u> ignificant | Clear competence in the work element sufficient for all role requirements | | <u>S</u> | |
| <u>E</u> xtensive | Sufficient expertise in the work element to lead and mentor others, and influence policy and practice | | <u>E</u> | |
| Planning and organising work | Working within planning horizons as set by head teacher but likely to be minimum one year. Planned maintenance scheduling. Supporting school events. Emergency planning. | | X | I |
| Planning capacity and resources | Budget management in conjunction with senior school management. Staff resource planning. Contingency planning (adverse weather etc) | | X | I,R |
| Influencing and interpersonal skills | Managing contractors on site. | | X | I |
| | Working co-operatively with teaching and other support staff. | | X | I,R |
| Using initiative | Regular technical problem solving within appropriate limits. Dealing with day to day resource pressures and emergencies. | | X | I |
| Working independently | Delegated responsibility for building security and safety. Reports to senior school manager(s) | | X | I |
| Managing people | Manages cleaners, caretakers and other staff. Full HR responsibility | | X | I |
| Managing resources | Responsible for premises management inc cleaning, maintenance. Contributes to estate planning. | | X | I |
| | Maintains stocks of consumables | | X | I |
| Managing risk | Health and safety awareness in all aspects of work. | | X | I |
| Managing oneself | Awareness of opportunities for self improvement | | X | I |

