

**JOB TITLE:** Site Manager

**PAY BAND:** 7

**CORE HOURS;** 37 hours/52 weeks per year

**LINE MANAGEMENT:** Facilities/Cleaning/Community

**REPORTS TO:** Head of School

Trafalgar School is a vibrant learning community where every member of staff understands the difference that they can make to our students' outcomes. We expect all staff to be actively involved in the personal development of our young people and to show full commitment to their own and the school's professional development.

Trafalgar School and its Governing Body are committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

**Key Purposes:**

Lead and manage the Facilities, Cleaning and Community teams, including managing the PCC cleaning contract.

Working with the Trust Chief Operating officer (COO) to ensure compliance for all aspects of Health and Safety and COSHH on the school site.

Be responsible for the maintenance, cleanliness and optimum use of all facilities, to include all building repairs and delegated budgets.

Be responsible for all aspects of the community use of the school, including staffing and meeting targets for generating incoming for the school through community usage of the building.

Lead on internal repairs and maintenance completing most carpentry, plumbing and painting jobs in-house.

To coordinate the efficient running of the school on a daily basis for all events.

Oversee the management of all refurbishments and building development projects.

Undertake responsibility for school during holidays, under the direction of the Executive Headteacher.

Be a key holder and respond to out of hours call outs.

Work flexible hours to reflect the needs of the school, including evenings and weekends when necessary.

**Accountabilities:**

**1. Facilities.**

1. Monitor buildings and grounds on a daily basis, commissioning minor repairs and improvements. Line manage Facilities team, day cleaning team and Community staff, and oversee their continued professional development.
  - a. Plan and organise in-house maintenance and improvement programmes, drawing up a weekly rota of duties for each Facilities Assistant to cover both inside the building and grounds.
  - b. Ensure the site support service is run efficiently.

- c. Oversee the checks on fire alarms, extinguishers, burglar alarms, residual current devices and visual checks of electrical fittings.
- d. Ensure that access to fire exits and equipment are free from obstruction.
- e. Ensure the school grounds are kept clean and tidy at all times, making sure litter is picked up after break times and bins are emptied daily. Ensure there is a programme of repair and painting to outside walls and facilities.
- f. Maintain sporting areas (MUGAs, and Field).
- g. Prepare monthly rota of hours for Facilities team to reflect the needs of the school.
- h. Manage the Daytime Cleaning team.
- i. Prepare recommendations relating to significant refurbishments and building projects.
- j. Manage and maintain fixtures and fittings, including student lockers.
- k. Manage the Facilities budget. Check and sign invoices for facilities work carried out, put appropriate budget codes on invoices and hand to the Finance department for payment.
- l. Maintain Facilities spreadsheet to ensure the budget is not overspent.
- m. Monitor the Portsmouth City Council grounds maintenance team to ensure the service meets the service level agreement standards.
- n. Reclaim and maintain the school environment area as an appropriate learning space.
- o. Manage the school inventory, making sure all new deliveries are asset tagged and recorded before the Premises team deliver the items to the appropriate department. Carry out an annual audit.
- p. Oversee all aspects of Health and Safety within the school in conjunction with the Senior Science technician.
- q. Assist with the setting up and clearing away of furniture, such as assemblies, exams, parent evenings and performances.
- r. In the absence of the Facilities Assistants be prepared to cover all aspects of their role.

## **2. Safety and Security**

- a. Undertake overall responsibility for the Health and Safety Action, Control of Substances Hazardous to Health (COSHH), Electricity at Work Act, Asbestos Management Regulations, Legionella Management Regulations and any other statutory requirements associated with the buildings and personnel. To ensure all operational procedures are in place to meet these regulations.
- b. Arrange all Health and Safety checks of specialist equipment and facilities by recognised external agencies and act on/implement recommendations.
- c. Arrange and oversee all PAT testing of equipment within the school.
- d. Oversee the management of premises security, including the site CCTV system.
- e. Ensure all accidents are investigated and that appropriate preventative actions are implemented.
- f. Attend and advise on all Health and Safety matters and all pre-contract meetings.
- g. Attend and fully investigate fire alarms and supervise fire procedures.

## **3. Community**

- a. Oversee and actively grow the Community provision.
- b. Ensure there is a smooth running service in the evenings and weekends by co-ordination the Facilities and Cleaning teams.
- c. Ensure all invoices and receipting for Community hires is completed accurately and on time.
- d. Ensure there is positive contact with neighbours and hirers regarding site and community issues.

## **4. Contracts**

- a. Assist the COO with the negotiation and monitoring of facilities contracts, ie annual servicing of plant, AHUs, CCTV, Security systems. Ensuring that a high quality service is delivered – whether by contract or by direct labour.

**5. Additional Duties**

- a. Fully comply with the Health and Safety at Work Act 1974 etc, the School Health and Safety Policy and all locally agreed safe methods of work.
- b. Participate in Professional Learning (including INSET and twilight INSET sessions) and Performance Management, contributing to the identification of own self development needs.
- c. To work restoratively with staff, students, families and colleagues to maintain the strong community culture and very strong inclusive ethos of the school.
- d. To take responsibility for the school during holidays, at the direction of the Executive Headteacher.
- e. To take responsibility for your own wellbeing.
- f. To be willing to work across any site within the Trust to provide cover or support key events, at the request of the COO.
- g. At the discretion of the Executive Headteacher, to undertake other activities from time to time agreed to be consistent with the nature of the role.

*This job description is subject to annual review and/or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.*

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