



**AYLESTONE SCHOOL
FEDERATED WITH WITHINGTON & BROADLANDS PRIMARY SCHOOLS**

JOB DESCRIPTION

Job information as shown on organisation chart

Job Title: Federation Site Manager	Post No: GEN51	Grade: HC5
<p>Organisational information:</p> <p>Responsible to: Federation Bursar.</p> <p>Dimensions: <i>Site Manager for three schools.</i></p> <p>Responsible for: Assistant Caretaker (where relevant), Lunchtime Superintendents.</p> <p>Key relationships/Functional links with: <i>(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)</i></p> <p><i>Internal:</i> Teaching staff, student teachers, technicians and other non-teaching support staff, pupils, LEA, suppliers of equipment and service representatives.</p> <p><i>External:</i> Contractors, Suppliers, Security providers, Hirers.</p>		
<p>Main Purpose of Job:</p> <p>To ensure a clean, safe maintained environment in the school and its grounds.</p>		
<p>Main Responsibilities / Accountabilities <i>The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation</i></p> <p>Site Managers will be required to:</p> <ul style="list-style-type: none"> • To clean areas as required and to keep the school grounds free from litter and rubbish. • Keep stock and storerooms clean and tidy, with storage of potentially hazardous substances complying with COSH regulations. <p>DATA QUALITY Council staff</p> <p>To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.</p>		

Job Activities:

- Undertake minor building works, maintenance, repairs, and general duties.
- Ensure the school minibuses are maintained in a roadworthy condition and meet all legal requirements including tax, MOT and insurance.
- Manage bookings for the school minibuses and act as relief driver.
- Monitor all service contracts, ensure all contractors fulfil their contracts and their work to an acceptable standard.
- Develop schemes of work and obtain competitive quotes and tenders.
- Ensure, through liaison with the school's management team that fire drills are carried out as necessary and that appropriate records are kept.
- Supervise the grounds maintenance contract.
- Liaise with the county property officers on landlord's responsibilities.
- Ensure the school complies with health and safety at work regulations including carrying out scheduled tests for fire alarms, fire extinguishers, emergency lighting, Legionella, ladder and scaffolding.
- Assist with school security arrangements, to act as the main key holder, attend call outs, and carry out daily detailed security checks in and around the school grounds.
- Assist with the administration of lettings.
- Ensure familiarity with energy and water supply systems, and monitor all energy supplies.
- Assist with the administration of the school cleaning contract and to carry out or organise non-routine cleaning as appropriate.
- Responsible for the use, maintenance and security of plant, machinery, equipment and electrical appliances based at each school.
- Required to undertake safeguarding training at appropriate level to the role.

Other information:

- Disclosure type: enhanced.

General information:

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Employees are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

The postholder will promote the Council's Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name:
Steve Cameron

Line Manager Signature:

Date: 1st May 2018

Date Job Description last reviewed:

May 2018



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PERSON SPECIFICATION

Job information as shown on organisation chart

Job Title: Federation Site Manager	Post No: GEN51	Grade: HC5
All candidates will be considered on their ability to meet the requirements of the person specification	Essential criteria	Method of Assessment*
Experience	<ul style="list-style-type: none"> • Relevant experience such as cleaning, handyperson duties etc. • Experience with the building trade or the DIY industry. • Ability to work and liaise with different groups of people. 	AF, I
Skills and Abilities <i>Including personal attributes</i>	<ul style="list-style-type: none"> • The ability to carry out straightforward handyperson duties, and general building maintenance. • A good timekeeper. • An awareness of health and safety issues, including COSHH. • Attention to detail, particularly in relation to the security of the building (s). • Excellent communication and interpersonal skills. 	AF, I

<p>Qualifications and Training <i>including professional qualifications</i></p>	<ul style="list-style-type: none"> • Willingness to undertake appropriate training, to acquire skills. • A current driving licence plus access to a car. • GCSE A*-C (4-9) or • British regulated qualification framework level 2 and above or • International English language testing system (IELTS) score of 5.0 • Fluency Duty - The ability to converse at ease with members of the public and provide advice in accurate spoken English as relevant to the role is essential for this job. 	<p>AF, I</p>
<p>Other Factors <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i></p>	<ul style="list-style-type: none"> • A commitment to providing a high standard cleanliness and pleasant environment for pupils and staff. • To work in support of the ethos of the school. • To take responsibility of being the school key holder • Willingness to work unsociable hours and attend "call outs". • Police clearance 	<p>I</p> <p>Enhanced DBS check</p>
<p>Line Manager Signature:</p> <p>Date:</p>		

*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed

May 2018