

**Grade Profile – Site Manager**

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| **POST** **TITLE:**  | Site Manager |
| **GRADE/SALARY** | Grade 6 Points 11 – 19 £27,269 - £31,067  |
| **CAR USER:**  |  NA |
| **LOCATION:**  |  Mount Carmel RC High School  |
| **REPORTING TO:**  |  Business Manager |
| **STAFF RESPONSIBLE FOR:**  |  School cleaning team |
| **Working Hours:** | 37 hours per week – full year2 week working pattern: (Alternate shift pattern with fellow Site Manager)Week A: Monday – Thursday 6:30am – 2:30pm Friday – 6:30am – 2:00pmWeek B:Monday – Thursday 11:30am – 7:30pmFriday - 12:00noon - 7:30pm |
| **JOB PURPOSE: The main objectives to be achieved by the Postholder**  |
| To work alongside the fellow Site Manager to undertake a full and pro-active role in the development of the school and use of premises by the local community. To contribute ideas and strategies and provide an active input in relation to all matters concerning the premises/site. To organise and manage the premises, taking the lead on all site-related matters, including managing the caretaking/cleaning operations of the school//monitoring contract compliance, to the agreed quality standards, taking a lead role on Health & Safety, reporting to the Health and Safety Committee and ensuring security of the site and related resources, ensuring risk assessments are undertaken, training is provided to staff, and statutory regulations are complied with. |
| **MAIN ACTIVITIES: Accountabilities/Responsibilities of this post****In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with the lower graded Site Supervisor posts** **Security** * Act as key holder and carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm(s);
* Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
* Dealing with enquiries from officers and employees of the Local Education Authority, workers and contractors and managing contractor activity on-site.

 **Supervision** * To organise and manage the work of the caretaking and cleaning team.
* Undertake recruitment, selection, induction and appraisal of caretaking and cleaning staff and allocate duties and hours of work.
* Planning own work and that of assistant(s) and cleaning staff (issues relating to supervision/ management of staff).
* Provide/arrange the appropriate induction and training of assistant(s) and cleaning staff.
* Monitor the progress of the Caretaking team and identify appropriate training and development opportunities for team members to increase the effectiveness of the function.

**Caretaking and Maintenance** * Carrying out first line repairs and maintenance which are not beyond the scope and capability of the postholder including:-
	+ Basic plumbing work – e.g. repairing a leaking pipe, unblocking sinks, simple installation work, such as plumbing in a new tap, or replacing washer etc.
	+ minor maintenance of the heating system e.g. bleeding radiators.
	+ minor repairs to school furniture, sports and classroom equipment.
	+ painting and decorating/ redecorating as appropriate.
	+ plastering work such as repairing cracked or broken plaster, making good damaged walls for example, following the removal of say, shelving or similar fittings.
	+ fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc.
	+ glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external. Note: Specialist contractors would be used for repairs to large windowpanes or double glazed units or window at a high level or glass covered by safety glazing regulations.
	+ Minor gardening duties (including tidying, flower boxes, weeding etc) excluding application of weed killers.
* Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures.
* Drawing up, or assisting in the drawing up of specifications, for minor work to be undertaken by contractors in accordance with existing Service Level Agreements.
* Arranging for minor works to be undertaken and monitoring the progress of projects involving outside contractors in accordance with existing Service Level Agreements.
* Making arrangements for the washing of internal walls, e.g. classrooms, corridors by the caretaking (and cleaning) staff.
* Making arrangements for window cleaning by the caretaking staff, compliant with Work at Height Regulations.
* Ensuring that all areas within the confines of the site are free from litter and that all drains and gullies are free flowing and clean, and the dustbin areas tidy.
* Making arrangements for the delivery of stores, materials and other goods and their conveyance to their points of distribution. Dispatching laundry, goods, materials etc
* Ensuring that adequate supplies of cleaning materials and other supplies are available.
* Ensuring that all caretaking equipment is in a safe and working condition and arranging for their repair as appropriate.
* Preparing the school premises and site for out of school activities and clearing up after these activities.
* Undertake cleaning as necessary, including closure cleaning
* To monitor the work of the caretaking, cleaning and maintenance staff, to ensure that the school buildings and premises are kept to a high standard of cleaning and repair and are safe for staff, pupils and visitors.
* To assume initial responsibility for the resolution of all site-related issues and to identify and prioritise maintenance requirements and prepare and organise annual maintenance programmes.
* In accordance with any existing Service Level Agreement with LCC Property Group, draw up, or assist in the drawing up of site maintenance plans and specifications for work to be undertaken by contractors and arrange for works to be undertaken.
* Monitoring the progress of projects involving outside contractors.
* Monitoring the grounds maintenance function, including managing the contract for the provision of grounds maintenance where one exists.
* Monitoring and ensuring the cleanliness of the school premises and furnishings, including managing the cleaning contract where one exists.
* To arrange for the caretaking team (including the postholder) to carry out first-line repairs which are not beyond the competence of the staff concerned.

**Other duties** * Testing portable electrical equipment if trained and accredited to do so.
* To manage the out-of-school hours letting of the school premises.
* Maintenance of inventory in respect of equipment. Carrying out an annual check of equipment against the Inventory.
* To investigate opportunities for recycling of the school’s waste and offer advice and guidance to school staff on appropriate recycling systems.
* To act as the school’s energy manager, monitoring energy costs and ensuring conservation of energy through efficient procedures and systems.
* By involving pupils and staff of the school, to constantly seek ways of improving the working surroundings and of managing the premises in a more efficient and cost-effective way.
* To undertake training as appropriate.
* Preparing the school premises and site for out of school activities and clearing up after these activities
* Occasional collection of miscellaneous provisions away from school premises, where reasonable.

**Health & Safety*** To be responsible for all aspects of Health and Safety connected with the school premises and site, including the completion of appropriate risk assessments, and ensuring compliance with all statutory regulations
* Ensuring the implementation and compliance with appropriate Codes of Practice throughout the school (in relation to premises and caretaking/cleaning issues) in liaison with the Health and Safety Committee for the school
* Monitoring the appropriate Health and Safety procedures in use in the school and reporting any issues to the Health and Safety Committee for the school
* To attend meetings of the Health and Safety Committee of the Governing Body and consult with governors on matters relating to premises/site
* To develop and implement policies and procedures in the area of Health and Safety within the school
* To ensure that the appropriate staff within the school are fully aware of CoSHH legislation
* To design and deliver Health & Safety training for staff within school
* To act as Health & Safety Officer for the school
* To undertake regular testing of the school burglar and fire alarm system, and to maintain appropriate records in relation to this

**Finance*** To be responsible for monitoring the delegated maintenance budget and regularly reporting budgetary information in relation to this to the Headteacher
* To develop and promote the school premises to the outside community

**General*** To fully participate in the school’s appraisal scheme where appropriate
* The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held
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**The above form** sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out.

**PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

**Note: In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers’ needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.



# Site Manager

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| **Person specification form**  |
| **Post title:** Site Manager | **Grade:** Grade 6 |
| **Directorate:** Children and Young People | **Post number:**   |
| **Establishment or team:**  Mount Carmel RC High School |
| **Requirements** **(based on the job description)**  | **Essential** **(E) or** **desirable** **(D)**  | **To be identified by: application form (AF),** **interview (I), test (T), or** **other (give details)**  |
| **Qualifications** NVQ Level 3 qualification in Caretaking (or equivalent)  |  D  |  AF |
| NVQ Level 4 qualification in Caretaking/Site Management (or equivalent)  | D  | AF  |
| Full driving licence (at School’s discretion)  | D  |  I  |
| **Experience** Experience of working as a caretaker or site supervisor  |  E  |  AF  |
| Experience of supervising staff  | E  | AF/I  |
| Experience of writing maintenance programmes  | E  | AF/I  |
| Experience of planning and programming work  | D  | AF/I  |
| Experience of writing specifications  | E  | AF/I  |
| Experience of budget management  | E  | AF/I  |
| Experience of testing portable electrical equipment  | D  | AF/I  |
| Experience of designing and delivering training  | D  | AF/I  |
| Experience of writing and implementing policies  | D  | AF/I  |
| Experience of managing contractors  | D  | AF/I  |
| Experience of working within a school   | D  | AF  |
| **Knowledge, skills and abilities** Ability to operate at a level of understanding and competence equivalent to NVQ Level 4 standard  |  E  |  AF/I  |
| Ability to organise, lead, motivate, manage and develop a team  | E  | AF/I  |
| Ability to resolve conflict  | E  |  AF/I  |
| Ability to develop effective working relationships  | E  | AF/I  |
| Attention to detail skills  | E  | AF/I  |
| Ability to work as part of a team  | E  | AF/I  |
| Excellent oral and written communication skills  | E  | AF/I  |
| Flexible attitude to work  | E  | AF/I  |
| Ability to work in an organised and methodical way  | E  | I  |
| Ability to pro-actively engage with the local community  | E  | AF/I  |
| Time management skills  | E  | I  |
| Ability to contribute ideas for developing the site  | E  | I  |
| Ability to monitor performance and ensure contract compliance  | E  | I  |
| Excellent customer service skills  | E  | I  |
| Knowledge of Health & Safety legislation  | E  | AF/I  |
| Knowledge of CoSHH legislation  | E  | AF/I  |
| Knowledge of processes for engaging contractors  | E  | AF/I  |
| Excellent numeracy skills  | E  | AF/I  |
| Basic building maintenance and repair skills  | E  | AF/I  |
| Ability to use powered tools and equipment relevant to the role (e.g. drill, floor buffer)  | E  | AF/I  |
| IT skills (i.e. working knowledge of spreadsheets, databases, word processing packages)  | E  | AF/I  |
| Effective administrative skills   | E  |  AF/I  |
| **Other** (including special requirements) 1. Commitment to safeguarding and protecting the welfare of children and young people  |  E   |   I   |
| 2. Commitment to equality and diversity  | E  | I  |
| 3. Commitment to health and safety  | E  | I  |
| 4. Commitment to undertake relevant development  | E  | I  |
| 5. Willingness to work occasionally outside of contracted hours (e.g. Parent evenings, lettings)  | E   | I  |
| 6. Willingness to respond to emergency callouts 7. Satisfactory attendance record/commitment to regular attendance at work  | E E |  I I  |
| **Note: We will always consider your references before confirming a job offer in writing**.  |

**APPLICATION PROCESS**

**Posts that involve engaging in regulated activity relevant to children.**

**It is an offence to apply for a post if the applicant is barred from engaging in regulated activity relevant to children.**

**Application Process**

Applicants should submit an application form along with a formal supporting letter addressed to the Chair of Governors detailing why they would like to be considered for the role. The letter of application should be a maximum of 2 sides of A4, Arial Font size 11, with normal margin settings. The letter of application should

* Be accurate and legible.
* Be underpinned by an overall philosophy and have an understanding of Catholic education and how you will support the distinctive ethos of the school.
* Be clear and concise clearly outlining how your experience has prepared you for the post.

**Return application forms and supporting documentation to** **vacancies@mountcarmelhigh.lancs.sch.uk**

Note: We will always consider your references before confirming a job offer in writing.

Standalone CV’s will not be accepted.

Please read the Application Guidance Pack located on the school website for guidance on how to complete an application form.

The Job description, person specification and application form are available from our website: [www.mountcarmelhigh.co.uk](http://www.mountcarmelhigh.co.uk).

**Mount Carmel is committed to safeguarding and promoting the welfare and safety of children and young people and expects all members of staff to share this commitment. Enhanced DBS check is required for this post.**

Thank you for your interest in this position at Mount Carmel Roman Catholic High School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure. As this post is exempt from the Rehabilitation of Offenders Act, if you are shortlisted for interview, you must declare any convictions, including pending convictions, cautions, reprimands and warning which would otherwise be regarded as ‘spent’ under this Act.

Further details will be sought prior to appointment. Please see the Recruitment Guidance pack on our website for further information. An Enhanced Disclosure is carried out by the Disclosure and Barring Service and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records. All information on criminal records provided both by you and within the Enhanced Disclosure will be used and stored.

**Re-employment of Ex-Offenders.**

Please see the Recruitment Guidance pack on our website for further information: [www.mountcarmelhigh.co.uk](http://www.mountcarmelhigh.co.uk)

**Child Protection Policy Statement**

In this school, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people.

Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice, and which behaviours should be avoided.

**Safeguarding & Child Protection Policy** Please see the Recruitment Guidance pack on our website for further information: www.mountcarmelhigh.co.uk

School Policies can also be found on our School Website: Information/Policies

**Shortlisted Candidates**

Please note that in line with Keeping Children Safe in Education guidance an online search will be carried out as part of our due diligence on shortlisted candidates.