

ROCHDALE BOROUGH COUNCIL

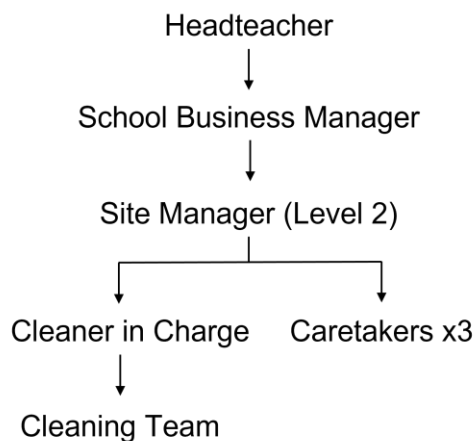
SCHOOL: Cardinal Langley RC High School (Job Ref: SITE-MGR/L2/241030)

JOB DESCRIPTION

Job Title:	Site Manager (Level 2)
Grade:	Grade 7 (SCP) 25-29
Responsible to:	School Business Manager
Responsible for:	Premises Team (Cleaners & Caretakers)
Hours of Duty:	37 per week. Actual hours of work will vary according to the needs of the school, to be discussed at interview, and will include a daily unpaid break.
Any Special Conditions of Service:	<ul style="list-style-type: none">• The Postholder may be required to attend evening and weekend meetings• The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school..• Annual Leave – All Year Round – Annual leave will be approved in accordance with the needs of the school.• The ability to converse at ease with customers and service users and provide advice in accurate spoken English.
Values and Behaviours	<ul style="list-style-type: none">➤ Approach the job at all times using the values set out in the Rochdale Way:<ul style="list-style-type: none">• Proud• Passionate• Pioneering and Open➤ Be aware of and apply the Rochdale Way behaviours at all times.
DBS Disclosure Level:	Enhanced

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Organisational Chart:



PURPOSE AND OBJECTIVES OF THE JOB

To be responsible for the security of the premises and related health and safety, maintenance and cleaning within the school.

CONTROL OF RESOURCES

Personnel

To be responsible for the direction, support and motivation of self and any staff under postholder's control.

Financial

To work in accordance with Financial Regulations and procedures of the School.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

To adhere to the School's rules and regulations relating to the use of ICT, email and intranet/internet access.

Health/Safety/Welfare

Responsible for the health, safety and welfare of self and colleagues in accordance with Authority/School's Health and Safety policies and procedures and current legislation.

Equality and Diversity

To work in accordance with the Authority's/School's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the School's arrangement.

Relationships (Internal and External)

- Internal:**
1. School staff.
 2. Senior managers.
 3. Governors.
 4. Volunteers
 5. Pupils.
 6. Users of the School.

- External:**
1. Parents/Carers.
 2. Staff in other schools and within the LA.
 3. Suppliers of equipment and services.

RESPONSIBILITIES:

The postholder must:

1. Perform his/her duties in accordance with the Authority's/School's Equality and Diversity Policy.
2. Ensure that the Authority's/School's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

PRINCIPAL DUTIES

1. To ensure that the school and its grounds are maintained as an attractive, clean and safe environment for all its users.
2. To be responsible for ensuring the security of school buildings and site.
3. To act as a designated key holder, providing out of hours and emergency access to the school site.
4. To arrange for general maintenance within specialist areas such as heating, lighting and plumbing, to ensure safe and effective operation.
5. To be responsible for regular health and safety checks of buildings, grounds, fixtures and fitting, (including compliance with fire safety regulations) and equipment.
6. To be responsible for regular maintenance checks and follow-up actions.
7. To provide advice on the annual long term maintenance requirements to support a cost effective maintenance programme.
8. To be responsible for contractors whilst on site and ensure work is completed to the required standard.
9. To purchase premises related equipment and supplies within agreed budget.
10. To be responsible for the regular checking and operation of systems such as heating, cooling, lighting and security (including CCTV and alarms).
11. To arrange tenders and quotes and manage the appointment of external contractors.
12. To supervise other premises staff.
13. To undertake risk assessments, ensure compliance within the school with all health and safety COSHH regulations.
14. To liaise with other school staff/departments on premises issues.
15. To have line management responsibility for the Assistant Site Manager (***not currently applicable***) and ensure that site staff under their control carry out their duties to a high standard.
16. To facilitate lettings (***as applicable***).

17. To undertake emergency/accident cleaning.
18. To ensure all site maintenance equipment is maintained in a safe, clean, working order.

SECONDARY DUTIES

1. To make a positive contribution to the school, supporting and promoting its ethos, aims and the development/improvement plan.
2. To comply with and assist with the development of school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person (in line with relevant policies).
3. To promote equality and diversity.
4. To participate in training and other learning activities and performance development as required.
5. To attend and participate actively to meetings as required.
6. To appreciate and support the role of other professionals.
7. Attending training courses as required.
8. Arranging for the minibus to be kept full of fuel and clean and arrange for it to be MOT'd and serviced annually.
9. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Headteacher in consultation with the post holder and, if he/she wishes with the relevant Trade Union Representative.

Job Description prepared by: _____ Date: _____

Agreed by Postholder: _____ Date: _____