

Job title: Site Manager without technical specialism (Primary School)

Department: Schools

Single Status Grade: GLPC – E

Job evaluation number: JE1000002385

1 Job purpose: To be responsible for the security, maintenance, cleanliness of a primary school sized premises, assisting with planned maintenance and day to day repairs.

2 Principal duties and responsibilities:

1. To be responsible for ongoing maintenance and operation of heating, lighting and boiler plant/equipment, ensuring all faults are reported and dealt with in a timely fashion.
2. On behalf of the head teacher/facilities manager, to assist with planning/overseeing all minor building works and repairs including obtaining quotes, liaising with suppliers, overseeing contractors and monitoring service level agreements.
3. To report on progress and provide advice to the head teacher/facilities manager on all minor building works and repairs.
4. To assume delegated responsibility for ensuring compliance to statutory regulations relating to, for example asbestos, PAT and legionella testing and to undertake risk assessments
5. To be responsible for the security of a primary school sized premises and its contents.
6. To be responsible for the day to day supervision of cleaning and assistant site manager staff, ensuring standards of cleanliness are maintained. To undertake cleaning duties (interior and exterior) as and when required.
7. To attend school premises in cases of emergency e.g. intruders, fire, floods etc.

3 All staff are expected to maintain high standards of customer care in the context of the City council's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.

4 This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising

officer, the responsibility level of any other duties should not exceed those outlined above.

5 Numbers and grades of any staff supervised by the post holder:

Supervisory responsibility for 1- 5 x Cleaning staff

6 Post holder's immediate supervisor: Head teacher/Facilities Manager

Prepared by/author: Single Status Team

Date: September 2013

Note: This section should only be included in job descriptions issued to employees and should not be sent to all job applicants.

I understand and accept the job duties and responsibilities contained in this job description.

Signature:

Date:

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Areas of responsibility	Requirements	Measurement				
		P	A	T	I	D
		✓	✓	✓	✓	✓
Technical Knowledge	<p>Experience of, and ability to, undertake minor maintenance work and repairs.</p> <p>Knowledge and experience of general building maintenance e.g. boiler maintenance.</p> <p>Ability to contribute to the general maintenance and operation of the site.</p> <p>Good working knowledge of health and safety and building regulations and ability to/experience of carrying out risk assessments.</p> <p>A good working knowledge of security practices.</p>					
Communication/organisation skills	<p>Ability to communicate effectively with a range of people.</p> <p>Ability to/experience of maintaining records, log books, stocks and timesheets.</p> <p>Good standard of literacy, numeracy with the ability to maintain accurate records.</p> <p>Able to develop positive working relationships and work within a diverse team.</p> <p>Experience of/ability to supervise staff.</p> <p>Ability to demonstrate an organised and flexible approach to work.</p>					
Work to promote mutual respect and good	<p>Awareness, understanding and commitment to the pursuit of equality of opportunity, anti-racism and in terms of service delivery and employment</p>					

relations	practice. Awareness of disability discrimination policy					
Work Related Circumstances	Willingness to comply with the City Council's non-smoking policy. Willing to undertake and pass a DBS check at the appropriate level.					

P: Pre-application **A:** Application **T:** Test **I:** Interview **D:** Documentary evidence

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