

JOB DESCRIPTION	
Job Title:	Site Manager
Grade:	4
Line Manager:	Head Teacher
Performance Manager:	Head Teacher
The job description has been extracted from the Birmingham City Council Human Resources Portal.	
Hours: 36.5 hours per week (30minute unpaid lunch break) Shift work to cover the needs of the school. To remain on site at all times, other than during breaks and planned off-site activities.	
Job Purpose	
To be responsible for the strategic overview and management of the school premises, site, building projects and associated facilities	
To manage other site staff including the allocation and monitoring of work and performance appraisal	
To monitor the work of external contractors on site	
Key Responsibilities	
Security	
To ensure and improve the security systems for of the premises and its contents both when the buildings are in use and when closed (including the operation of shutters and the fire and burglar alarm systems and main key holder responsibilities)	
To be the principal keyholder and to be responsible for all keyholder duties including the routine and non-routine opening of the premises and grounds and arranging for cover during holidays	
To attend the building outside of normal working hours in the event of an emergency break in or intruder situation and to take appropriate action including, where possible, making premises secure	
To be familiar with procedures as laid down by the Local Authority and the Governing Board of the establishment as they relate to fire, flood, breaking and entering, major damage or incident and to react accordingly by providing safe access and exit to the premises	
To be responsible for the security and the cleanliness of the boiler houses and store rooms	
To report any unusual occurrence to the appropriate emergency or other services and inform officers/members of staff as appropriate	
Responsible for the security of the site and checks of the building outside school hours, including the operation of security alarms and to respond as the first point of contact for out of hours calls	
Maintenance	
To operate a healthy and safe working environment in accordance with the Health and Safety at Work Act 1974 and to ensure that declared policies are adhered to	
To be responsible for all operational duties relating to the lighting and heating of the premises and grounds lighting	
To monitor the conditions of the school fabric and to be responsible on a day-to-day basis for approved and agreed repair and maintenance work and to ensure that repair and maintenance needs are recorded, discussed with Headteacher and if appropriate actioned.	
To be the point of contact for all building and site contractors and agencies and monitor their standard of work	
To ensure the risk management systems are in operation and effective	

To be responsible for the servicing for the building's plant and fire monitoring systems and CCTV
To ensure that all hard playing areas and paths are free from litter and all drains, gullies and gutters are free-flowing and clean
To check that the premises are up to the correct temperature by the designated time and that adequate hot water is available and appropriate action to be taken, including monitoring where necessary
To empty on-site litter, clinical and general waste and recycling bins and replace liners as appropriate and to inspect and replenish soap, toilet paper, and paper towels as required
To carry out repairs of a minor nature which do not require specialist knowledge both inside and outside the building
To ensure that there is safe and secure access to all areas of the school building
To assist the Headteacher in the compliance with the Control of Substances Hazardous to Health Regulations 1988 (COSHH)
To be responsible for all operational duties relating to the cleaning of the premises and grounds [optional]
To safely maintain all cleaning materials and stock
Resources
Make suggestions to the Headteacher on matters relating to energy control and conservation
Maintain records, information, data as appropriate and meter readings.
Undertake safety audits of the premises including risk assessments
Ensure timely and accurate preparation and use of specialist equipment/resources/materials
Ensure lights and other equipment are switched off as appropriate
Organisation and Supervision
Ensure satisfactory receipt and distribution, collection and despatch of premises related goods to and from the school
Organise and participate in the movement of furniture within the building
Be responsible for the day-to-day management and supervision of the Building Services Supervisor, if appropriate
Direct/supervise other site staff
Organise the use and maintenance of school vehicles and to arrange servicing as required by Headteacher
Manage and maintain the school grounds
Standard Duties
To actively promote the equalities and diversity agenda in the workplace and in service delivery
To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality,
Promote and ensure the health and safety of pupils, staff and visitors at all times
To participate in self-improvement in performance through workplace development
To attend relevant meetings as required (e.g. Buildings Committee, Health and Safety Committee). Produce a site managers half termly report for the Headteacher.
Treat all users of the school with courtesy and consideration and present a positive personal image which will contribute to a welcoming school environment
Undertake any additional duties commensurate with the grade of the post

Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
To ensure all tasks are carried out with due regard to Health and Safety
To undertake appropriate professional development including adhering to the principle of performance management.
To adhere to the ethos of the school
To promote the agreed vision and aims of the school
To set an example of personal integrity and professionalism
Attendance at appropriate staff meetings and parents evenings
Any other duties as commensurate within the grade in order to ensure the smooth running of the school
Supervision Received
Supervising Officer's Job Title: Head Teacher
Level of supervision: Plan own work to ensure the meeting of defined objectives

Please note: This job description is not a comprehensive definition of the post.

Review and Amendment

- This job description is subject to annual review.
- It may be amended at the request of the Head Teacher or the employee, but only after full consultation with the post holder. It will be signed upon agreement.

Job Description issued by the Headteacher

Signed: _____ Headteacher Date: _____

Signed: _____ Post Holder Date: _____