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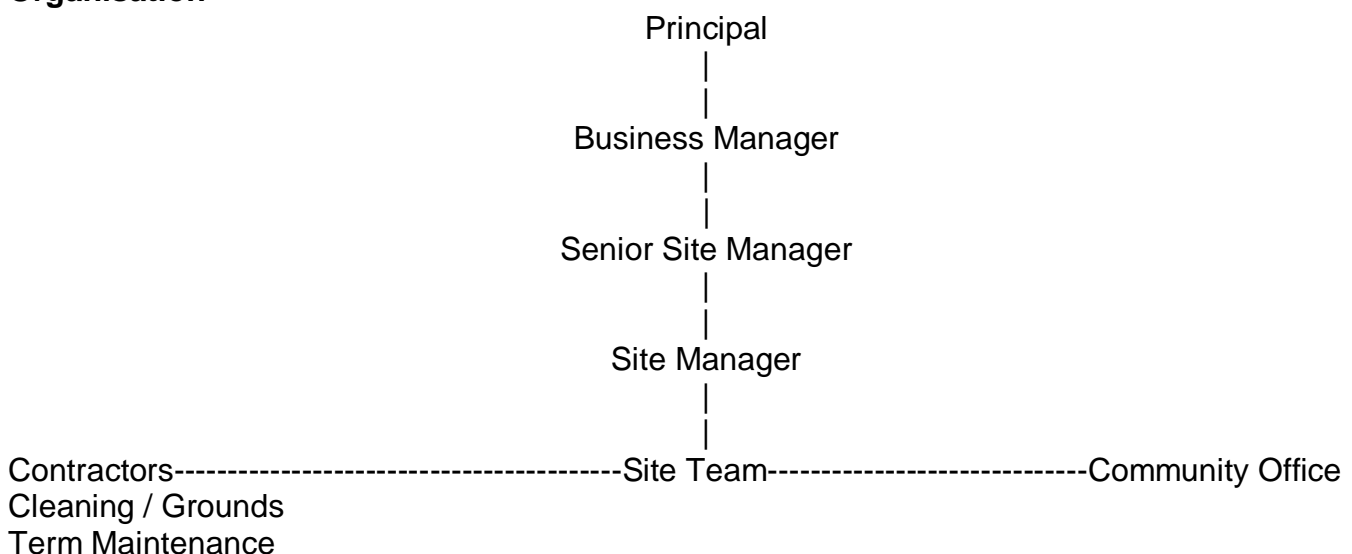
HAMPSHIRE COUNTY COUNCIL

Data Protection Act 1998. This form will enable us to process any information you contribute to the role profiling process and will be used by Hampshire County Council evaluation panels for job evaluation purposes. At a later date, the information will also be used in other personnel areas, e.g. performance development review, induction, and training and development. Processing of information includes storage of records electronically and in hard copy format.

Personal data will only be made available to Hampshire County Council staff and trade union representatives involved in these processes. Any data required for statistical/research purposes will be depersonalised.

Role Profile ref:	02139
Department / Section:	Education School
Role Title:	Site Manager Schools
Reports to:	Senior Site Manager
Responsible for:	Site Team
Working hours:	37 hours per week/52 weeks per year
Salary Grade:	Grade D
Role purpose:	Working under the direction of the Senior Site Manager to manage and maintain the physical resources on site to include, buildings, grounds, materials & equipment, allowing optimum use for both the college and community team.

Organisation



ASPIRE

ACHIEVEMENT * SUPPORT * PERSEVERANCE * INDIVIDUALITY * RESPECT * EXCELLENCE

Section A

The main function of the Site Manager is to liaise closely with the Senior Site Manager to ensure that the Henry Cort Community College site is safe, well maintained and welcoming to staff, students, parents, community users and visitors.

The Site Manager will work to ensure the site is one that provides a high quality learning environment, with the resources and facilities that supports teaching, to ensure that the College is one that the local community can be proud of and where parents would choose to send their children.

Section B

Accountabilities

Maintenance of buildings, equipment and resources

With the Senior Site Manager:

- develop and agree a maintenance programme including repairs and redecoration. Setting high standards, subject to methods and materials as recommended by HCC.
- Ensure contractors and the Site Team comply with the Asbestos Register.
- Carry out regular tours of the site to identify maintenance issues.

Security

On a daily basis

- Ensure both the Fire & Intruder alarm systems are working to provide safety & security of the school's assets.
- Ensure the site is secure and well lit, especially during times when closed & unattended.
- Ensure you & the site team follow procedures to deal with people causing a nuisance on site.
- Ensure the CCTV system is adequate and functioning.
- Carry out regular tours of the College site to identify security issues.

Assets

- Provide the Senior Site Manager with information as required on the state and condition of the school's assets such as furniture, fittings and the fabric of the buildings.

Supervision

- Carry out supervisory duties, e.g. maintain a good working atmosphere and encourage team spirit, ensuring good timekeeping, dealing with individual and group grievances and problems, and seeing that work is carried out correctly and promptly to a high standard.
- Carry out the Performance Management reviews for the Site Staff.

Cleaning & Refuse

- Monitor the daily performance of the cleaning team and inform the Senior Site Manager of any complaints or issues.
- Monitor refuse to ensure that the site is free of rubbish and that a full recycling service is offered.

- Ensure the necessary checks for Legionella are undertaken and the relevant logs maintained.
- With the Senior Site Manager ensure contractors are complying with the agreed arrangements in respect of site works etc.

Grounds

- Organise Site Team works carried out on the grounds.
- Ensure the grounds are welcoming, safe and clean.
- Ensure there is adequate signage to assist all users of the site.
- With the Senior Site Manager carry out regular tours of the grounds to identify maintenance and Health & Safety issues.

Health & Safety

- Ensure that site staff receive the E-Learning & Caretaking Support training relevant to their role at intervals designated by HCC:
Site Team – Working at height
Ladder Safety
Moving & Handling
COSHH
Asbestos Management
Legionella Control
- Ensure the schools Health & Safety policy is fully complied with.
- Ensure that a register is kept of all tasks completed especially those which relate to Health & Safety.
- Monitor traffic on the site to ensure it is safe for all users.
- Assist the Senior Site Manager with the annual Risk Assessments on:

Buildings
Glazing
Traffic

- Assist the Senior Site Manager with Health and Safety checks and the compilation of Site Team Risk Assessments.
- Ensure the relevant procedures are adhered to in the event of emergencies such as fire, flood, breaking and entering, accident and major damage. To be on-call for such emergencies.
- Ensure that current Health and Safety regulations are complied with.
Checking that the site is clear of hazards.
Recording and reporting any Health and Safety incidents with the Senior Site Manager.
- Ensure users of the site are aware of Health & Safety issues, including contractors and especially contractors involved in 'Hot Work'
- Carry out regular tours of the grounds to identify Health and Safety issues.

Fire Safety Management

- Ensure the designated checks on Fire equipment are completed and recorded in the relevant files, such as:

Weekly Testing
Fire doors
Fire Blankets

Extinguishers
Refuge stairwells

Accessibility

- Help to ensure that the site is accessible to all users and be aware of those with Special Needs, especially in respect of emergency evacuation.

Sustainability and Energy

With the Senior Site Manager:

- Encourage energy conservation
- Ensure that a full recycling service is offered to users of the site.
- Make maximum use of water and energy, ensuring that savings, where possible, are put into place.

Community use

With the Senior Site Manager:

- Ensure there is adequate staff cover for Community events & Lettings.
- Arrange necessary removal of rubbish generated and ensure the grounds are appropriately maintained
- Ensure all users of the premises for out of school use are following the Conditions of Hire and report on any contravention of the conditions.

Mini Buses

- Ensure that the minibuses are well maintained

Administrative and record keeping

Report to the Senior Site Manager:

- Orders required for consumables, goods, services and equipment repairs
- Liaise with and assist the Senior Site Manager in the setting of budgets in relation to facilities.
- Deal with enquiries from staff, students, parents, HCC staff, community groups, workmen and contractors and members of the general public.
- Ensure the Site Team follow procedures to deal with incoming and outgoing goods.
- With the Senior Site Manager plan the work allocation and rotas of the Site Assistants.
- Ensure that holiday cover for staff is adequate.
- Help in the recruiting and interviewing process of Site staff.

Reporting and monitoring

- The Site Manager will monitor the performance of the Site Team and cleaning staff and ensure all of the relevant documentation, assessments, logs and registers are kept.
- The Senior Site Manager Facilities will meet on a regular basis, with the Site Manager to discuss ongoing projects and future plans.

Other duties

- Undertake such other duties as may be reasonably required by the Principal.
- Undertake any relevant training to the role.

Section C

The key decision making areas in the role:

- **Recruitment/Deployment of staff** – decide, in consultation with Senior Site Manager
- **Use & deployment of contractors** – decide, in consultation with Senior Site Manager
- **Security/safety of users** – decide (occasional consultation with Senior Site Manager)
- **Spending decisions** – decide against agreed annual plan with Senior Site Manager
- **Maintenance priorities against rolling programme** - decide
- **Substandard contractor performance** – decide and action, where appropriate

Section D

The role dimensions – financial (e.g. budgets) & non-financial (e.g. units, workload, customers/staff

Budgets – will vary from school to school but maintenance budget likely to be up to £16K in some instances with discretion to spend on any one project amounting to £100.

Staff Management – is small, 3 although sub-contracted cleaning staff can be up to 10

School Assets – will be substantial and valuable (into seven figures in all cases). Includes managing access to assets where substantial changes (e.g. capital works) are occurring.

Dispersal of Site – will be significant factor where buildings are spread over large area Including playing fields

Complexities of contract management – in cases where there is significant use of contracts, is expected to contribute to development of specification and ensure contract obligations are delivered

Other – 4/5 major deliveries per week; regular generator of large orders

Section E

The main contacts – external/internal customer contacts & purpose

- **Own Team** – daily to manage work and share information
- **Other school staff up to and including Principal** – daily for various purposes
- **Students/pupils** – daily
- **Other school users including community groups** – daily to discuss needs, use of school premises, etc
- **Member of School Governing Body** – occasional to advise on site issues
- **Neighbours** – regular to maintain good relationships
- **General Public** – regular to provide information and guidance
- **HCC Depts (e.g. Architects)** – regular for information/guidance purposes e.g. Building Surveyor
- **External Contractors & Suppliers** – regular to pursue school issues

- **Other external agencies e.g Police, Fire Brigade** – occasional normally for security purposes

Section F

Working conditions – environment, & physical effort or strain

Regular exposure to the elements (Weather)

Manual handling/lifting – lone working requiring strong health and safety emphasis (use of radio/mobile phones) – can be call-out component/primary key holder

Shift working covering late evenings/early mornings and week-ends

Will be some handling of dangerous substances and exposure to difficult customers, intruders

Regular reassessment of site priorities to ensure requirements of users are met, may be constrained, depending on circumstances in college, by limitations in use of office space

Section G

Context additional information

This role requires regular movement around the school site, bringing the post holder into regular contact with pupils with whom professional relationships must be maintained. It is usually directly accountable to a member of the school management team and will operate autonomously and independently within prescribed budget limits.

The size, condition and geographical layout of the school will create different demands (e.g. high/low levels of vandalism; old/new buildings; dispersed or tightly defined site) and the context for the role will change during school holiday periods/public holidays when, wherever possible, minor works and maintenance will be prioritised.

Progression in Role

Section H

Entry: Necessary role-related knowledge, skills and experience at selection

- Skilled in majority of routine maintenance activities including, plumbing, joinery & building
- Management skills
- Strong and effective inter-personal skills
- Good communicator (orally and in writing)
- Good organisational ability
- Working knowledge of health and safety legislation (e.g. CoSHH)
- Financial awareness
- IT literate
- Budget management experience

Section I

Initial induction/training required to become effective in the role

Estimated time to become operationally effective 9 months

Induction 3 months, further learning 6 months

- Awareness of school policies – evacuation, fire, other emergency procedures
- Knowledge of and showing empathy for school priorities i.e. on curriculum, use of buildings, use of site for community purposes/lettings
- Specific health and safety legislation as it relates to schools
- Beginning to manage people effectively
- Financial elements of work
- Relationships with contractors
- Familiarisation with school standards including contractor specifications
- Significance of school context (relationships with children, safety of users)
- Appreciation of security dimensions

Section J

Operationally effective: How would effectiveness in role be demonstrated?

- Safe working environment
- Compliance with site regulations by users
- Skilled in technical health and safety factors as they relate to the school environment
- Good relationships with staff/students/users/other external school contacts
- Sensitive and responding appropriately to changing school and community priorities
- Ability to anticipate and address potential site security and health and safety issues
- Proactive in work programming
- Contributing to planning for change in school environment
- Delivers work targets on time
- Enjoys confidence of own staff
- Is demonstrating how can improve quality of school environment
- Achieving cost effective solutions to school site issue

Section K

Adding value: What characteristics will the advanced role holder demonstrate?

- Takes pride in and achieves high standards in the quality of the school environment
- Very highly regarded in school and by whole school community
- Will challenge the “status quo” and always pursue what is in the best interests of the school
- Regarded by wider school community as natural and direct contact on matters to do with the use of the school premises outside normal school hours
- Promotes appropriate and effective extraneous use of the school and generates additional income
- Is able to produce high quality work whilst ensuring optimum use of school maintenance funds
- Highly autonomous in the school with wide discretion to take decisions
- Can achieve consistently good results whilst never compromising health and safety standards
- Has achieved high level of education of others in appropriate and positive use of school site
- Strong staff developer of own team