



Job Description: Site Manager

Grade: Scale 6

Hours of work: 36 hours per week. 7am – 11am and 3.30pm – 6.30pm plus one additional hour at a time to be agreed

Hours of work negotiable for the right candidate

Contract Type: Permanent, all year round

Reporting to: Business Manager

Main Purpose of the Job:

- To lead on all aspects of premises management ensuring that college buildings, facilities and grounds are maintained to the highest standards for use by students, staff and visitors.
- This role involves managing multiple sites and will require frequent travel between sites.
- To be a responsible key holder and ensure the security of Great Oaks College sites, contents and the safe custody of keys.
- To manage other members of the site team and the cleaning provision.
- To be responsible for maintaining college vehicles.
- To work closely with the Business Manager to plan and manage a programme of maintenance including sourcing quotes, placing orders and supervising on site work.
- To be the Health and Safety lead for the college and be responsible for adherence to statutory obligations and operation of premises systems.

Duties and Responsibilities:

Security

- Responsibility for the day-to-day security of the college sites, contents and grounds including locking and unlocking of sites and operation of intruder alarms.
- Attend college premises with emergency services if needed in the event of an alarm or emergency outside normal college operating hours. Inform Business Manager and Principal as soon as possible if required.

- Liaise as necessary with emergency services in the event of any break in or damage to premises.
- Carry out daily security checks ensuring that the site is clean and safe.
- Maintain a presence on site and always carry the site team phone or radio when on site to ensure that contact can be made.
- Oversee the external areas of the building, preventing unauthorised access and dealing with issues in a timely way.
- Liaise with contractors on building work and ensure that college security and the safeguarding of staff, students and visitors is not compromised.
- Supervise third party contractors; providing access to buildings as required.

Cleaning

- Monitor the cleaning of the college and bring any issues to the attention of the cleaning contractor / staff. Raise any urgent issues to the Business Manager without delay.
- Oversee the maintenance of the staffroom and meetings rooms in a tidy state undertaking and organising supplies and equipment needed for refreshments.
- Monitor relevant supplies, maintaining effective stock control and placing orders as required.
- Undertake ad-hoc cleaning duties throughout the working day as necessary.
- Ensure that only approved cleaning chemicals are used, that material safety data sheets and COSHH assessments are completed and that all cleaning chemicals are stored securely to prevent unauthorised access and use.

Ground Maintenance

- Ensure all footpaths and external areas are kept clean and drains are free from blockage.
- Ensure that appropriate areas are gritted during icy weather and that sufficient levels of grit are procured and stocked prior to the winter season.
- Maintain refuse areas and ensuring that all combustibles and recycling waste, e.g. wood, paper, cardboard, material, furniture are removed from site and are stored away from the building in a secure area or contained in locked bins.
- Ensure all waste is put out for collection on appropriate days and liaise with the council regarding any special requests / problems with collection.

Health and Safety

- Act as the Health and Safety representative for the college and maintain Health and Safety records to comply with all statutory regulations.
- Perform a thorough daily inspection walk of all buildings and grounds to identify any hazards and action/report these without delay.
- Attend immediately to any maintenance matters causing Health and Safety concerns.
- Arrange all statutory inspections and maintenance visits for premises equipment, i.e.: fire alarm, intruder alarm, CCTV, lift, pest control, water checking, fixed wiring and portable appliance tests.
- Ensure that any recommendations from service visits are reported to the Business Manager and actioned accordingly.
- Be responsible for carrying out the actions required for the safe management of Legionella bacteria in the college's hot and cold-water systems, as detailed in the Legionella risk assessment, including the prescribed flushing of outlets, temperature checks, cleaning & disinfection and record keeping.
- Operate the fire alarm system, carrying out weekly checks from different call points on a rotational basis, assisting with fire drills and maintaining records appropriately.
- Ensure that any apparatus or equipment maintained as part of the fire risk assessment is always serviceable and in proper condition.
- Check and record that the emergency escape lighting is working monthly and ensure that the system is maintained by a contractor on an annual basis.
- Complete and keep up to date risk assessments of COSHH, site related areas and activities.
- Complete appropriate paperwork including records of safety checks and incident recording as required.

General Maintenance

- Undertake regular routine inspection of the building and grounds.
- Undertake maintenance/repairs of the college including but not limited to:
 - Small carpentry jobs / assembly of furniture
 - Painting and decorating of small areas

- Basic plumbing; i.e. unblocking sinks and drains
- Limited electrical; i.e. replacing lightbulbs/tubes and clean light fittings
- Maintenance of premises systems
- Ensure the condition and maintenance of fixed and portable safety signage as required around the premises is suitable and sufficient.
- Operate the heating, lighting, water and ventilation systems ensuring they are maintained to the correct standard.
- Organise deep clean of college buildings during holidays and other maintenance or building work.
- Be available to support with college events that may take place in the evening.
- Take delivery of and undertake portering duties as required including moving new stock and occasional furniture redistribution.
- Prepare training and meeting rooms as required.

Premises Management

- Coordinate requests and reports from staff to ensure that issues are actioned and followed up in a timely way. Schedule work between relevant staff, progress and complete tasks and update the relevant system so that staff are kept up to date on the status of their request.
- Set up and maintain an annual maintenance schedule and ensure that it is adhered to so that the college premises is consistently fit for purpose.
- Arrange planned and emergency maintenance tasks as needed.
- Maintain a database of preferred suppliers for maintenance work.
- Create and update all site related policies.
- Maintain a full and accurate asset register for the college.

College Vehicles / Car Park

- Undertake daily safety checks on all college vehicles
- Ensure weekly oil, water and tyre pressure checks on college vehicles are carried out. Ensure first aid kit and fire extinguishers are intact, external and internal cleaning of the vehicles and that fuel is replenished as required.

- Prepare vehicles ready for community visits in line with the needs of students (including removing and re-installing minibus seats)
- Assist with student, staff and visitor arrival and departure on the site car park as required.
- Uphold the safety of staff, students and visitors to the premises.

General

- Line management and recruitment of other site team staff and supervision of contractors and cleaning service.
- Regular team meetings and performance management with relevant staff.
- Be able to travel between college sites, as required
- Undertake any other duties consistent with the nature and responsibility of the role which the Business Manager or Principal may from time to time determine.

Professional Development

- To undertake training; maintaining skills and knowledge as required including but not limited to:
 - COSHH Awareness and assessment
 - Fire Awareness / Fire Warden Training
 - Manual Handling
 - Working at Heights / Ladder Training

Equal Opportunities: The College has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote this in their own work.

Health and Safety: The College is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

Confidentiality: The College is committed to maintaining the privacy of all its staff and pupils. It expects all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Safeguarding: The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

SIGNATURES

Name of Line Manager:



Signed..... Dated.....

Name of Post holder:

Signed..... Dated.....