

Haven Nursery School

Job Description

Role Title:	Site Manager
Reports to:	Senior Leadership Team
Contract/Hours:	Permanent, 32.5 hours per week
Salary Details:	Grade C of the HCC Support Staff Pay Scale - £14,237 - £15,771 (actual)

Role Purpose

To work with and provide support to the Senior Leadership Team in the effective management and maintenance of the whole Haven site. To provide a caretaking, cleaning, portering and routine maintenance service to meet the needs of the Centre, ensuring high standards of cleanliness and operational effectiveness, and compliance with health and safety requirements.

General Requirements

- Skilled in cleaning procedures, routine maintenance and redecoration activities
- Physically able to operate heavy duty cleaning equipment and lift heavy objects
- Supervisory experience
- Good interpersonal skills with a positive attitude towards others
- Good communicator (both orally and in writing)
- Good organisational ability, able to use own initiative and work as part of a team
- Working knowledge of health and safety legislation and a good understanding of COSHH regulations
- Financial awareness and budget management experience
- IT literate – working knowledge of Microsoft Office is desirable
- Reliable and takes pride in their work
- Commitment to acquire and maintain a relevant first aid certificate

Role Requirements

Cleaning – Develop and operate a cleaning specifications/schedule of cleaning for the site. Allocate resource to meet all agreed standards/operational needs. Work with the Senior Leadership Team to monitor and review the effectiveness of cleaning schedules. Some cleaning duties will be required when operational needs dictate.

Maintenance – Develop and manage a programme of planned and preventative maintenance, undertaking maintenance tasks as required. Detect building and fabric defects. Assess need for and allocate contracts. Make recommendations on potential sources of energy savings. Ensure that heating and lighting equipment is operational.

Supervision of Contractors – In conjunction with the Senior Leadership Team, select and engage contractors having regard to value for money etc. Monitor overall performance, raising issues with contractors and overseeing specialist work. Liaise with HCC and contractors regarding specialist cleaning and maintenance requirements.

Management of Use of Site – Supervise users of the building. Undertake necessary action for non-standard events or incidents. Control and monitor access to the site.

Health & Safety – Ensure all elements of site conform to standards. Ensure effective emergency procedures are in place, arranging fire drills & recording details. Report any deficiencies in practice. To promote and share best practice in respect of Health and Safety matters with all Centre staff. This may involve extensive use of HCC internet based materials and also PC based record keeping.

Management of Staff – Carry out recruitment, induction, training, supervision and appraisal of Site/Cleaning Team. Allocate work in accordance with schedules.

Stock Management/Admin – Monitor stocks of cleaning products and order supplies to maintain an effective caretaking/cleaning service. Maintain records of supplies and monitor effectiveness of usage. Requisition caretaking supplies within budget allocation. Maintain accurate records of timekeeping for Site/Cleaning Team.

Security – To unlock (and lock when required) the Centre, following Centre security procedures and report any discrepancies to the Senior Leadership Team. Attend school in response to “call outs” in emergencies; act as a principal key holder in emergencies. This may occur at any time of day or night.

Corporate and Statutory Initiatives (equalities, health and safety, e-government, sustainability)
Maintain an awareness of HCC and Centre Health & Safety policies and procedures and apply them throughout the Centre.

Other Duties – as required to help the Centre meet its operational needs.

Hours of work

The Centre operates from 7.45am – 8.00pm, Monday to Friday. This is a permanent post, 32.5 hours per week, 52 weeks a year. The anticipated normal hours of work will be Monday to Friday, 7.00am – 2.00pm (to include a 30 minute rest break), with the requirement to work 4 hours on a Saturday, once a month. In order to ensure maximum site cover, alternative working hours will be required when the Centre’s Caretaker is on annual leave and in other occasional circumstances.