

Milton Keynes Council – Role Profile

Role Title: **The Walnuts School -School Site Manager**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: JE1018

Grade: G

The Walnuts School is a residential special school and registered children’s home which operates 365 days a year.

Purpose of job

- To be responsible for all aspects of site management including security, maintenance and premises budgets for the school’s three sites.
- To be the designated Health, Safety, Fire and Security Officer.
- To be accountable for the planned statutory and emergency maintenance, project work, repairs and cleaning.
- To be responsible for the school’s fleet of vehicles incorporating their maintenance, documentation and expenditure.
- To line manage the work of the premises team.
- To advise Senior Management colleagues regarding the status of current projects and expenditure.

Key Objectives

1	1	Act as the designated key holder and be responsible for the school premises and security across its three sites (including the Children’s Home.) To manage the routine and non-routine opening and closing of the premises and to report trespass, theft or unauthorised parking of vehicles as required.
	2	Act as the designated security officer for each of the sites. Operate, maintain and regularly check the Fire, CCTV, Access Control and Intruder Alarm systems.
	3	To act as the designated Health Safety and Fire Officer, complying with the Health & Safety at Works Act 1974, Approved Codes of Practice, guidance and The Walnuts School policies.
	4	To implement and update health, safety, fire, security and fleet policies and procedures.
	5	To manage and account for the expenditure of maintenance, projects, cleaning and the vehicle fleet’s repairs budget.
	6	To procure quotes, establish and manage long or short term contracts and contractors, ensuring best value. To ensure that all statutory maintenance and service checks on all serviceable equipment are carried out as per legislation, and that records are maintained for inspection.
	7	To be responsible for the organisation and management of planned, statutory and emergency maintenance.

	8	To be responsible for fleet vehicle management.
	9	To be responsible for the line management and reporting of the premises team.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- 1. To communicate clearly, concisely and professionally; to keep accurate and timely records ensuring relevant communication with colleagues and other professionals.
- 2. To work in an environment that can be physically and emotionally challenging, unpredictable and difficult to pace, respond in a calm and constructive manner, identifying when own coping mechanisms are challenged.
- 3. Requires sustained periods of physical effort such as bending and stretching, use of tools and heavy lifting.
- 4. Work is frequently exposed to conditions that can be unpleasant, hot, cold, wet, noisy and dirty or that involve some measureable physical risk.

Work Profile

- To be responsible for the allocation of duties within the premises team, ensuring that the premises are opened, secured and cleaned each working day. To ensure that emergency call- outs are covered and that site security is relevant to the school's needs.
- To be responsible for the line management of the premises team personnel. To conduct staff appraisals, maintain discipline, organise training - external and internal - monitor and record holidays and sickness.
- To undertake regular checks on all school security systems, ensuring that policy directives are met and adhered to. To issue and manage Access Control cards and the Access Control system.
- To conduct regular health safety, fire, fire fighting equipment and COSHH inspections. To produce and maintain accurate records for action and inspection. To conduct and record regular health, safety & fire meetings, advising SMT on findings and actions. To ensure that all duties are performed in line with H&S regulations and guidelines, taking action where and when required. To conduct site staff training on health, safety and fire.
- To be responsible for the implementation and updating of health, safety, fire, security and fleet policies and procedures. To conduct regular reviews and update senior management on changes to legislation.
- To be responsible for the management and accountability of the maintenance, projects, cleaning and fleet vehicle repair budgets. To maintain accurate records of works requests and expenditure. To produce and deliver reports for SMT. To manage the expenditure on trade card accounts held by the premises team caretakers. To be responsible for the ordering and monitoring of consumable stock across all sites.
- To procure items needed for statutory and routine maintenance. To establish and manage long or short term contracts, ensuring best value for money. To manage all contractors while on site, ensuring their compliance with H&S. To be responsible for the planning and implementation of the school's planned statutory maintenance, ensuring that service checks on all serviceable equipment are carried as per legislation and within the correct time frame. To maintain accurate records of inspections and checks.

- To maintain a rolling programme of maintenance work on all sites, planning two years in advance for decoration, projects and deep cleaning.
- To manage the school's fleet of vehicles. To ensure that all vehicles hold valid Tax, MOT, service records and are fit for purpose. To manage the defects and accident reports, liaising with insurance companies.
- To adhere to school, local and national authorities' guidelines and exercise professional discretion at all times.
- To be aware of and comply with policies and procedures relating to safeguarding, confidentiality and data protection, reporting all concerns to the designated safeguarding lead.
- To participate in training and other learning activities and performance development as required.
- To contribute to the overall ethos/work/aims of the school.
- To attend relevant meetings.
- To maintain confidentiality.

Other information

Milton Keynes Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge		Level			Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	A Applicat ion I Intervie w T Testing R Referen ce
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	
Qualifications	NEBOSH General Certification or IOSH equivalent Fire Officer Training	X			A
Skills / Experience	Ability to communicate at senior level. Budget management Security System management Staff and third party contract & contractor's management Extensive hands on experience of a wide range of facilities / maintenance functions.	X			A
Competencies		Level			Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	A Applicat ion I Intervie w T Testing R Referen ce
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	
Planning and organising work	The ability to forward plan, scheduling up to 2 years. Organising of team personnel and work load. Ability to co-ordinate emergency work with immediate effect.	X			I
Planning capacity and resources	Budget management in conjunction with senior school management, plus on-going monitoring of budgets. Staff resource planning, contingency disaster recovery planning.		X		I,R
Influencing and interpersonal skills		X			I
Using initiative	Regular technical problem solving within appropriate limits. Dealing with day to day resources pressures and reacting to emergencies. Establishing a rolling maintenance program and make decisions on project work.		X		I

Working independently	Delegated responsibility for all premises maintenance issues, cleaning and fleet budgets. Delegated responsibility for site security.	X			I
Managing people	Management of caretakers and cleaning personnel, to include staff appraisal, discipline, training, holiday and sickness.	X			I
Managing resources	Responsible for the premises management to include maintenance and cleaning across 3 sites. To manage the school's fleet of vehicles. To maintain and monitor consumables stock.	X			I
Managing risk	Designated Health Safety, fire and security officer, to be fully convers with all regulations and guidelines. To be responsible for the implementation and update of Health Safety, Fire, Security and fleet policies and procedures.	X			I
Managing oneself	To be up to date with current legislation. Manage & prioritise own work load. Be aware of and proactively seek opportunities for self-improvement.	X			I