**ROLE PROFILE FORM**

Data Protection Act 1998. The information you provide on this form is to enable Hampshire County Council to evaluate the role. The information may also be used, in full or part, to support other processes such as performance development review, induction, recruitment and training and development. The information will be stored electronically and in hard copy format and made available to only 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 Form Number: 02495**

1. **DEPARTMENT**: Children’s Services
2. **SECTION**: Schools
3. **GROUP/SPECIALISM**
4. **ROLE TITLE IN FULL** : **SITE MANAGER**
5. **GRADE**: Grade E
6. **SAP ROLE TITLE** (as above)
7. **REPORTS TO**: Business Manager
8. **ROLEPURPOSE**: (why the role exists)

To manage, maintain and develop the physical resources on the site (buildings, materials, equipment, and staff) so that optimum use can be made of them for school and community purposes

1. **ORGANISATION**



1. **ACCOUNTABILITIES**

**Maintenance**

* Develop and manage a rolling programme of planned and preventive maintenance in order to maintain the premises in the highest order
* Identify and make recommendations on potential sources of energy savings
* Supervision of contractors on site and report Health & Safety issues to the school business manager
* Monitor overall performance, raising issues with contractors and overseeing specialist work.
* Oversee the schedule of cleaning for the site and work with the business manager to ensure compliance with cleaning specification.
* Liaise with contractors regarding specialist cleaning and maintenance requirements.

**Site Development**

* Organise specifications for larger works, obtain estimates, raise order requests to finance, check works and certify invoices for payment
* Project manage capital developments on behalf of the school in conjunction with the County Architect
* Liaise with other HCC staff as required eg electrical, mechanical and structural in the planning and execution of work on site
* Lead on the development of school premises – plan building alterations, draw up plans and specifications and organise contractors to enhance the facilities on the site
* Prepare, review and implement a site development, security, improvement and maintenance programme for the school
* Attend and provide advice to the Senior Leadership team on premises issues Management and use of site
* In conjunction with the Head, encourage use of the school site within the local community
* Organise and manage use of premises outside normal school hours; promote and market extraneous use of site to generate income;

**Health and Safety**

* Ensure systems are in place so that all practices and emergency procedures are safe and adhere to H&S requirements
* Act as the School Health and Safety Officer
* Support the School Fire Safety Co-ordinator and lead on identifying fire safety issues around the school
* Undertake annual risk assessments for the whole premises

**Management of Staff**

* Involvement in the recruitment, induction, and responsibility for the training, supervision and appraisal of site team
* Allocate work in accordance with schedules of work
* Manage and maintain records in line with HCC and legislative requirements eg safety and personal records.
* Review training and development needs to meet ongoing requirements

**Stock Management/Admin**

* Requisition caretaking supplies within budget allocation.
* Manage budget for contractors/site maintenance.
* Ensure reporting responsibilities are met

**Security**

* Responsible for security arrangements across the site
* Review security procedures and make proposals to security as appropriate

**Corporate and statutory initiatives – equalities/health & Safety**

* Be familiar with County Council/school health and safety requirements and ensure these are consistently met by those using the site
1. **KEY DECISION MAKING AREAS IN THE ROLE**
* Deployment of site staff
* Use & deployment of contractors
* Security/safety of users – in consultation with the business manager
* Spending decisions against agreed annual budget plan
* Maintenance priorities against rolling programme – in consultation with headteacher and business manager
* Replacement equipment against agreed budget plan
* Substandard contractor performance
* Site development- recommend and action, where appropriate in consultation with headteacher and business manager
* Emergency situations – make recommendations to headteacher and business manager
1. **MAIN CONTACTS – EXTERNAL/INTERNAL CONTACTS**
* Own Team – daily to manage work and share information
* Line management meetings with business manager
* Other school staff up to and including headteacher– daily for various purposes
* Students/pupils - daily
* Other school users including community groups – daily to discuss needs, use of school premises, etc
* Members 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 project management 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
1. **WORKING CONDITIONS**
* Size and range of buildings, main school, nursery, sixth form and community
* Regular exposure to the elements (weather)
* Manual handling/lifting – lone working requiring strong health and safety emphasis (use of radio/mobile phones) – can be significant call-out component/primary key holder
* Whilst the role will require working on site for the core day there will be some shift working covering late evenings/early mornings and week-ends as and when required
* 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
* The role covers out of hours working and requires the use and exercise of initiative as access to line manager/headteacher at these times may be limited
1. **ROLE REQUIREMENTS FOR OPERATIONAL EFFECTIVENESS**

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

* Experience of co-ordinating related activities
* Awareness of school policies regarding fire, health and safety and emergency procedures
* Knowledge of specific health and safety legislation as it relates to schools
* Significant experience of site management or supervision
* Skilled in maintenance activities
* Familiarisation with school standards including contractor specifications
* Experience of project management
* Ability to manage a team
* Strong and effective inter-personal skills
* Good communicator (orally and in writing)
* Good organisational ability
* Financial awareness
* IT literate
* Budget management experience – desirable but not essential

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 issues 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
* 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
1. **CONTEXT/ADDITIONAL INFORMATION**

This role requires regular movement around the school site, bringing the postholder into regular contact with pupils with whom professional relationships must be maintained. The role is directly accountable to the school business manager and ultimately the headteacher but will operate autonomously and independently within prescribed budget limits.

The size, condition and geographical layout of the school will create different demands (e.g. low levels of vandalism; old buildings; dispersed 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.