

CHESHIRE COUNTY COUNCIL**JOB DESCRIPTION QUESTIONNAIRE**

JOB TITLE	Site Manager (Primary School)	JOB REF NO	AAAD5081
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BASIC JOB PURPOSE

To undertake efficient maintenance of the building and site, including certain technical and administrative duties to ensure their most effective use.

MAIN RESPONSIBILITIES

1	Maintain the buildings and amenities of the school, effecting all necessary repairs and improvements.
2	Draw up and present to senior management schedules to ensure the proper maintenance and refurbishment of the fabric, fixtures, furniture and fittings of the school.
3	Manage, schedule, monitor and operate the engineering system for the entire site, including all aspects of the heating installation, and produce reports advising senior management accordingly; in order to ensure the most economical use of energy and water across the whole site.
4	Organise and supervise the work of the caretaking and cleaning staff on the school site, including arranging work schedules, monitoring caretaking cleaning duties, order supplies of cleaning materials and other caretaking materials, and identify staff training needs; in order to achieve quality work and the most effective deployment and competence of staff.
5	Recruit, motivate, supervise and train caretaking staff; to ensure that appropriate staff are employed and are efficient and effective.
6	Act as Health and Safety Representative, and maintain and monitor Health and Safety standards, reporting any failures to comply with the school's statutory obligations in this area and ensure that all work on site meets Health and Safety Regulations.
7	Provide advice and reports to senior management on the security and improvement needs of all school buildings (including preparation and scheduling of a rolling programme of redecoration and refurbishment); in order that full information is available when developing the annual Building Improvements Programme.
8	Monitor all premises-related budget headings, and advise senior management, including maintenance and buildings improvement; ensuring that expenditure on such headings remains within budget limits.
9	Design and draw up plans and specifications, including costs, for minor alterations to premises, specifications for maintenance work to be carried out by contractors, etc; advising Senior Managers on best value for money tenders.
10	Liaise with County staff and contractors in respect of County-funded works at the School.
11	Manage and operate appropriate site security systems, including opening and closing at the beginning and end of the school day, responding to call-outs, etc; in order to ensure satisfactory security arrangements.
12	Monitor all works related to grounds maintenance; ensuring that specified standards are achieved and that contract compliance is obtained.
Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	

1 RESPONSIBILITY FOR SUPERVISION/DIRECTION/COORDINATION OF EMPLOYEES

Employees directly supervised by Job Holder

No and FTE	Levels / grades	Types of work	Where based
Several F/T and/or P/T	Assistant Caretakers	Security and maintenance of School premises.	Primary School
1 P/T	*Cleaning Supervisor	Supervising team of school cleaners.	Primary School
Several P/T	*Cleaners (reporting via Cleaning Supervisor)	Cleaning of school buildings.	Primary School

What does the supervision/management of these employees involve? *(eg allocating work, training for the job, assessing performance - see guidance notes)*

Recruitment and selection, motivation, identification of training needs and on the job training. Work allocation, monitoring work and ensuring that all tasks have been undertaken and completed correctly. Day to day organisation and supervision and arranges work schedules.

- If Cleaners employed directly by the school.

Other Employees supervised by Job Holder (not in a direct line relationship) none

Does the job involve supervision, direction or management of people who are not employees? *eg contractors, students on secondment*

No and FTE	Levels / grades	Types of work	Where based
	Contractors – plumbers, electricians, grounds maintenance, C.B.S. cleaners etc.	Maintenance, cleaning and refurbishment of School premises and site.	Primary School
	Casual labour	Painting, decorating, general maintenance during school holidays.	Primary School

What does the supervision of these people involve? Ensuring that all tasks have been undertaken and completed correctly. Monitoring of standards and ensuring that Health and Safety and security standards are not compromised.

Does the Job Holder develop policy or provide advice and information which impacts on the supervision/direction/coordination of employees? YES:

Acts as Health and Safety Representative on site, monitors standards and ensures all work on site meets standards.

2 RESPONSIBILITY FOR FINANCIAL RESOURCES

Give details of any direct responsibility for financial resources.

Financial responsibility	Value of the financial resource (p.a.)	How often is the duty performed?
Manages general school maintenance budgets – expenditure on cleaning, site maintenance, site development (maintenance and furnishings, but not capital), energy and water Note: Budget holder is Head Teacher / Bursar	Budget between circa £1,000 and £10,000, per annum depending upon size of school	On-going

Does the Job Holder develop policy or provide advice and information which impacts on financial resources? YES :

The Job Holder:

- monitors all premises-related budgets, including maintenance and buildings improvement programmes; and advises school management on best use/allocation of such financial resources,
- Costs out minor alterations and maintenance work,
- Advises senior management team on best value for money tenders.
- Advises Governors through Premises Sub Committee, or as Associate Governor

3 RESPONSIBILITY FOR PHYSICAL RESOURCES

Physical resource	Nature of responsibility of Job Holder	How often is responsibility exercised?
Buildings and Premises: <ul style="list-style-type: none"> ▪ School buildings and grounds. 	<ul style="list-style-type: none"> ▪ Identification and prioritization of maintenance needs, draws up schedules for maintenance & refurbishment of fabric, fixtures, furniture & fittings. ▪ Designs and draws up plans & specifications including costs for minor alterations to premises & for maintenance work. ▪ Carries out or organises maintenance, repairs, improvements. ▪ Monitors all works related to maintenance of grounds including contract compliance. ▪ Security – a named keyholder, manages & operates site security systems including opening/closing school at 	Daily

<ul style="list-style-type: none"> Utilities (gas, water, electricity; plus heating system). 	<p>beginning/end of school day, responding to call outs etc.</p> <ul style="list-style-type: none"> Manages, schedules & operates all site engineering systems, produces reports, ensures most economical use of energy & water across site. 	
<p>Tools and Equipment:</p> <ul style="list-style-type: none"> Waste bins. Power and hand tools. 	<ul style="list-style-type: none"> Location and access. Undertaking repair/maintenance work throughout the school. Carries out or schedules Portable Appliance Testing on all electrical appliances on site. Ensures all portable appliance testing is carried out annually by qualified personnel. 	<p>Daily</p> <p>Annually, or as deemed necessary</p>
<p>Supplies and Stocks:</p> <ul style="list-style-type: none"> Cleaning materials. Toilet tissue, paper towels, etc. Building materials (eg, paint, hiring of equipment, washers, taps, etc). 	<p>Requisitioning, ordering, stock-holding, and issue as required.</p>	<p>Daily</p>
<p>Records: Safety records, fire alarm Maintenance records COSHH assessments Etc.</p>	<p>Maintains accurate, up to date records, that satisfy statutory requirements.</p>	<p>Daily</p>

Does the Job Holder develop policy or provide advice and information which impacts on physical resources? YES :

The Job Holder:

- makes recommendations on the purchase/use, management and maintenance of school buildings, grounds and equipment,
- reports to senior management on all aspects of site engineering systems including most efficient usage of energy and water.

4 RESPONSIBILITY FOR IMPACT ON PEOPLE

Task/Duty	Who benefits?	How they benefit?
Management/maintenance of the buildings and site, (including where appropriate joint use facilities managed by County or local Borough Council).	Students, staff, parents, visitors, external organisations that use the facilities.	Clean and well maintained working environment conducive to learning and leisure.
Undertaking Health and Safety duties, including Risk Assessments, and health and safety audits across the school site.	Students, staff, parents, visitors, governors, contractors.	Maintenance of a safe working environment; compliance with statutory Health and safety duties and obligations.

Does the Job Holder develop policy or provide advice and information which impacts on people? Yes

- Leads training on health and safety with all staff, assists in policy development and action planning.
- Part of the Critical Incident Structure in the school

5 KNOWLEDGE

Type of knowledge	What knowledge is essential?	Why are these needed?	How is it normally acquired?
Qualifications and Experience	Knowledge of: <ul style="list-style-type: none"> • Building, Fire & H & S regulations. • practical maintenance ability and some knowledge of plumbing and basic electrics. • technical knowledge. • Painting and decorating skills • Supervisory skills. • Administration and financial systems. • Contract and tendering process. 	<ul style="list-style-type: none"> ▪ To write reports for School management team. ▪ To manage a team. ▪ To understand building drawings, to follow detailed working instructions and safety procedures, to order correct quantities of materials and undertake feasibility studies and estimates of building work and to manage associated budgets. 	Several years experience in building or maintenance environment + some supervisory experience.

Technical	<ul style="list-style-type: none"> Operation of cleaning equipment, power and hand tools. Site services and their location and isolation points. Breakdowns, faults and repairs – identification and calling out of appropriate contractor. Computer skills 	<ul style="list-style-type: none"> To carry out and contract repair and maintenance work. Safe operation of site. Safe operation of site. 	Previous training and experience + on the job experience.
Financial Procedures	Basic understanding of County Financial Regulations.	To keep account of expenditure on school maintenance activities and manage relevant budgets.	On-the-job training and experience.
Organisational	Planning and timetabling of work.	To facilitate smooth operation of school activities.	On-the-job training and experience.
Health and Safety	<ul style="list-style-type: none"> Good knowledge of Health and Safety legislation (including COSHH) and County Council/School procedures. Risk Assessments and how to carry them out. 	<ul style="list-style-type: none"> Ensuring work is undertaken in a safe manner. Ensuring contractors follow health and safety procedures; ensure safety of employees, teaching staff, and students. 	On-the-job training and experience (including County course).

How long would it take for a Job Holder to become fully operational?

Several years experience in building or maintenance work including some supervisory experience + up to 12 months to experience full range of tasks/duties, as some only occur annually (eg, during Summer school holidays).

6 MENTAL SKILLS

a) What sort of situations/problems does the Job Holder typically have to deal with?

Example

Planning and priorities: the Job Holder receives a list of requests for work from the school staff. The Job Holder determines what can be left until later and what is urgent, when to carry out the work – this may mean waiting until there is clear access (eg, to a classroom), obtaining materials whilst keeping an overview and fitting in routine cyclical tasks.

Example

Carrying out minor improvements/repairs to equipment/facilities: when requested to erect shelving, display boards, etc the Job Holder assesses what needs to be done; determines what height, loads, etc.; and plans and executes the project. Consideration must also be

given to the impact of the work on the health and safety of pupils and staff (eg, should they be excluded from the work area, etc).

b) Give an example of the most difficult or demanding situation/problem the Job Holder has to solve.

Example:

Resolving problems caused by floods, water leaks, gas leaks, etc which may have caused extensive damage to the school buildings/site. The Job Holder would determine extent of the damage, organise contractors as necessary and get the work completed so that the school can get back to normal working as soon as possible.

c) Approximately how often would the example in (b) occur?

Few times per annum

Give details below of the mental skills required in the job and reasons why they are needed.

Mental Skill	Why Needed?
Planning	To devise and implement a planned maintenance programme which accommodates curricular activities and the school calendar of events.
Analytical/fact-finding/problem-solving	<ul style="list-style-type: none"> To inspect the building and amenities, to investigate breakdowns and implement school improvements or rectification work including the ordering of correct materials. To evaluate job tenders & determine best value.
Judgment	<ul style="list-style-type: none"> When to carry out repairs and when expert help is needed. Determining material requirements to carry out jobs. Undertaking basic Health and Safety Risk Assessments.
Creative	<ul style="list-style-type: none"> To design and draw up plans and specifications for primarily for maintenance work.

7 INTERPERSONAL AND COMMUNICATION SKILLS ESSENTIAL FOR THE JOB

Skill	Used for?	With whom?
Oral and written	<ul style="list-style-type: none"> Providing detailed/technical instructions on maintenance and repairs, etc required around the school, including drawing up plans & specifications, health and safety standards, practices and procedures. Detailed reports/schedules and recommendations on repairs/refurbishments needed to maintain the school environment at optimal efficiency. 	<p>Caretakers, cleaning staff, external contractors.</p> <p>Senior Management Team.</p>

	<ul style="list-style-type: none"> ▪ Give advice and recommendations. ▪ Writing risk assessments 	
Persuasion/motivation - including tact/ negotiation skills.	<ul style="list-style-type: none"> • Receiving and giving instructions. • negotiation of maintenance priorities. • Encouraging persons to leave the building, change behaviour, etc. • Negotiation of timescales and quality with contractors. 	<ul style="list-style-type: none"> ▪ Staff, students, parents, governors, contractors, visitors. ▪ Caretakers and cleaners. ▪ Students, visitors.

Supervision	<ul style="list-style-type: none"> • To recruit, interview & select, induct, train and motivate, identify training needs, day to day supervision. • To monitor standards of work and ensure H & S & other standards maintained. • To chair regular meetings with Cleaners and Assistant Caretaker 	Caretakers, cleaners, contractors.
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8 PHYSICAL SKILLS ESSENTIAL FOR THE JOB

Physical skill	Used for?	Any precision/speed requirements?
Hand/eye co-ordination and dexterity	<ul style="list-style-type: none"> • Operating cleaning equipment, hand- and power-tools for carrying out repairs and maintenance of buildings and equipment, etc. • Setting/operating security and fire alarm systems. 	<ul style="list-style-type: none"> • Precision more important than speed.

9 INITIATIVE AND INDEPENDENCE

Allocation of work

a) How is work allocated to the Job Holder?

Written or verbal instructions/requests from teaching and/or administrative staff. Job Holder prioritises instructions/requests and the allocation and deployment of resources in the most cost and time effective manner. Jobholder draws up annual schedule of maintenance and refurbishment tasks for approval by the governing body and senior management team.

b) What is a typical cycle for allocating work to the Job Holder eg hourly, daily, weekly?

Daily routine maintenance and emergency repairs + annual schedule of maintenance.

Project work of varying durations.

Scope for initiative

c) How much freedom/discretion does the Job Holder have: to change the way work is done?

(e.g. recommending changes in policy, procedures, resources)

The Job Holder determines and allocates work within set procedures/schedules; using own initiative. Would discuss any radical changes but is encouraged to give views about improvements to management. Is expected to respond to emergency situations and carry out any necessary course of action.

to allocate their time to duties?

The jobholder plans the schedule of work and allocates work to staff around known priorities and budget constraints. Emergency work is dealt with as it arises.

d) What is the level of guidance/instruction available?

County Procedures and guidance from Senior Management Team and County Property Management; County guidance on use of contractors.

e) What sort of direction, management or supervision is given to the Job Holder?

Type of Direction	From Whom	How Often
Informal meetings and supervision	Line Manager or Senior Management Team	Daily/as required

f) Give three examples of problems or decisions the Job Holder would be expected to deal with themselves without reference to a supervisor/manager. How often do these occur?

Expected problem	Nature of available guidance	Typical Frequency
Resolving problems caused by leaks (eg, water, gas, etc) within science laboratories.	Job Holder's experience and initiative.	Regularly
Power cut or failure of electricity supply during School hours.	Experience, initiative, knowledge of operating procedures and features of the power system; established School procedures for such "emergencies".	Occasional
Unexpected problem	Nature of available guidance	Typical Frequency
Response to acts of vandalism and burglary.	Experience, precedents, procedures, initiative.	Few times a month

g) Give two examples of problems or decisions the Job Holder would be expected to refer to their supervisor/manager. How often do these occur?

Problem or decision	Point of referral	Typical Frequency
Serious gas leak or other problem within a kitchen, boiler room or teaching area that requires staff and students to be evacuated from area.	Line Manager or other available senior staff.	Occasional
A maintenance task that requires expenditure in excess of Job Holder's authority limit of £1,000.	Line Manager.	Regularly

10 PHYSICAL DEMANDS

Physical Demand	Typical Duration	How often?	Other details (eg how heavy?)
Lifting and carrying - receipt and distribution of deliveries of parcels, equipment and furniture throughout school.	Short bursts	Daily	Computers, desks, chairs, filing cabinets boxes of text books, photocopier paper, etc - up to 50 kgs.
Physical Effort: <ul style="list-style-type: none"> operation of equipment (eg, "Billy goat" leaf collecting machine, etc); general repairs (eg, glazing, plumbing, joinery, painting, laying paving slabs, etc); cleaning maintenance (eg, drains etc); climbing ladders to access roofs, gutters, etc (for cleaning and general maintenance). Stamina required – Job Holder on feet for large part of working day. Working in a constrained position – bending, crouching in pursuit of job responsibilities, working in roof space etc	Short bursts Few hours Few hours Up to 1 hour 1 -2 hours	Several times a month Several times a month Few times a month Occasionally Occasionally	

11 MENTAL DEMANDS OF THE JOB

Nature of task	Mental Demand	Duration	Frequency
<ul style="list-style-type: none"> Operation of power- and hand-tools, & other equipment. Use of potentially hazardous cleaning materials. 	Sensory concentration – aware of potential health and safety hazards.	Short bursts	Frequently
<ul style="list-style-type: none"> Monitor and operate the engineering systems. Supervision of staff. undertaking maintenance activities. Monitor and operate site security systems. 	Awareness, alertness, attention to detail, ensuring schedule is maintained, monitoring and awareness of Health and Safety responsibilities to staff, public and pupils.	Ongoing	Daily
<ul style="list-style-type: none"> Writing detailed, technical reports, drawing up plans & specifications, calculating/measuring 	Mental concentration, attention to detail, calculations.	Few Hours	Regularly

[illegible]

Nature of the task being performed by Job Holder.	Behaviour/source of the emotional demand	Frequency (per day/wk/month)
Managing/supervising staff.	Resolving issues/problems that impact upon work of caretaking and cleaning teams (both personal and work-related) – eg, sickness absence, etc.	Occasional
Controlling/supervising School premises out of hours – eg, during lettings.	Angry/frustrated community groups who may be unhappy with facilities offered by School.	Occasional
Carrying out/supervising repairs to malicious damage on school premises.	Acts of vandalism, either by school students or trespassers.	Occasional

13 WORKING CONDITIONS

a) In what kind of places does the Job Holder normally work (eg office, library, gardens, clients' homes)?

If more than one, give approximate proportion of time in each.

Location of work	Proportion of time
School – offices, classrooms, workshops and grounds.	100%

b) If the Job Holder works outside, are they expected to work regardless of the weather or are alternative arrangements made eg work on other duties?

Yes – School gates must be unlocked, hard surface areas cleaned, essential repairs/maintenance carried out, etc daily irrespective of weather conditions.

c) What unpleasant environmental working conditions or behaviour from other people are met in performing the job? (See guidance notes for examples)

Working Condition or Behaviour from other people	How long does it last at any one time?	How often does it typically occur?
Cleaning toilets, unblocking drains; removal of waste; litter picking and emptying bins; etc.	Up to 1 hour	Several times a month
Verbal abuse from students, parents and other users of School premises.	Few minutes	Occasional

d) What protection is offered (if any) e.g. against adverse weather (clothing, shelter), against infection, security measures etc.

Protective waterproof clothing, footwear and gloves (PPE), as required.

OTHER CONSIDERATIONS

If you feel that there are other, special considerations which might affect the evaluation of this job, please give details:

Working alone in the building in the evenings and on call outs