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| **Date** | **18.07.18** |

**JOB DESCRIPTION**

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| **Site Manager** |

**Job title:**

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| **Bursar** |

**Reporting to:**

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| **Hendon Preparatory School** |

**Department/School:**

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| **07:15- 18:15, Mon – Fri (this post is suitable for job-share)** |

**Scope:**

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| **DBS, Overseas Checks and Employer References** |

**Checks:**

*The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.*

**Working With Us**

Achieving more than you believed possible – that’s what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us.

Since Cognita’s launch in 2004, we’ve built an international network of 67 schools that serve some 30,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia.

Cognita’s international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

**Job Summary**

The Site Manager is responsible to the Bursar for the effective and timely provision of maintenance services to the School and its staff. This includes security duties, the management of service facilities, administration of the School minibus and grounds maintenance The Site Manager is responsible for identifying repair requirements, processing and their satisfactory completion, which may be carried out either by contractors or, where deemed within the Site Manager’s competency, by the Site Manager.

To be prepared for call out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to contractors etc. who may be working on site, including school holidays and weekends

**Key Responsibilities**

* Working with the Bursar to produce a Planned Preventative Maintenance (PPM) programme for the school
* Provide effective, timely, maintenance and support services in relation to the school buildings and grounds
* Clear the school grounds of litter, unsafe objects etc. and inspect all playground equipment for condition and safe operation daily before 08:00 am
* Inspect the playground and all external areas ensuring the safety of all grounds, paths, fences, gates and steps, etc. to which pupils/staff have or can gain access to
* General security of the buildings and grounds including ‘opening and locking up’, operating the Fire Alarm and the Intruder Alarm systems during and including school holiday periods
* Register as a Key Holder and be the first point of contact in an emergency call-out situation
* Ensure **all** compliance and health and safety related checks are carried out accurately and on time and a written record is filed in the correct log-book.
* The effective and economic operation of building services including central heating, lighting and water
* Monthly reading of service meters and the checking of invoices against meter readings
* The effective management of entries in the repairs and maintenance log book and the execution of the required repair whether undertaken personally or contracted out
* Calling in repair-men/contractors, through the Bursar, to undertake repairs/inspections
* Checking on quality, effectiveness and completeness of works undertaken by repair-men and monitor the standards of performance of external contractors
* Undertake routine repairs and redecoration to the building structure/fabric, furniture, fences/gates/pathways electrical system, plumbing and equipment where necessary and as identified by the Bursar and assessed as competent to do so
* Controlling the entry and presence of work-men/contractors within the school buildings/grounds, including gardening contractors
* Grounds maintenance including clearing litter and leaves
* Driving duties of a general nature in the school minibus
* Documentation for and the administration and repair/servicing of the school minibus in accordance with Cognita policy
* Carry out weekly and monthly routine inspections of the school minibus including cleaning
* Carrying out familiarisation training for staff on the school minibus, as required
* To provide general support services to customers letting the school during holidays and weekends
* Undertake decorating of the school for special events eg, Christmas, parent’s evenings and school fetes
* Moving furniture and equipment around within the school and outside for special events
* Ordering supplies via the internet, as necessary as approved by the Bursar, ensuring that the purchase requisition process for approval is adhered to
* Verification of invoices within areas of responsibility
* Produce and action work plans for seasonal and holiday periods; including responsibility for painting and decorating classrooms and communal areas
* Support staff with other duties, such as playground duty

The above is a non-exhaustive list and subject to variation in line with the needs of the business

**Principal Working Relationships**

Internal**:** Headmaster, Bursar and Teachers

External: Parents, Contractors, Suppliers

**Person Specification**

**Qualifications / Experience**:

* Previous experience in an educational setting is desirable
* The ability to undertaken general repairs / refurbishment at ‘DIY’ level and site security experience
* Knowledge of electrical, mechanical and building structures
* Ability to identify harmful or potentially harmful conditions / practices / procedures within general areas of responsibility.
* Health and Safety experience and IOSH qualification is desirable
* The ability to prioritise and multi-task
* Ability to effectively liaise with repair-men / contractors

**Competencies for the Role:**

Role Specific

* Good interpersonal skills, with the ability to liaise with all members of staff, contractors and visitors
* Good organisational skills
* Good team member, aware of the needs of others
* Flexible approach to working hours and duties where appropriate

Values Based Behaviours – the behaviours associated with our company values

* Excellence
* Respect
* Integrity
* Collaboration
* Accountability

**Remuneration**

* Competitive salary
* Staff development and continued CPD
* Contributory pension scheme
* School fee discount
* Professional development
* Lunch is provided during term time

Signed: ………………………………....………………….… Date: …..…………………..………………………………

Name (Print): ………………………………………………..