



# nishkamschooltrust

<b>Job Title</b>	Site Manager
<b>Salary Scale</b>	Grade 6 - £30,930 - £36,072
<b>Working Hours</b>	Permanent; 40 hours per week; 7.45 a.m. to 4.15 p.m. (the role may involve some additional hours and working some weekends) Part time will be considered for the right candidate
<b>Reporting to:</b>	School Business Manager
<b>Location:</b>	Nishkam High School Birmingham
<b>Holiday:</b>	26 days plus bank holidays (to be taken in the school holiday)

Nishkam High School is a Sikh ethos, multi-faith school that nurtures pupils of all faiths and beliefs. The Nishkam ethos is to create a selfless mind-set, to go beyond ourselves to serve others, create supportive communities and to realise our true potential.

As a key member of the High School's support team, you will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants and contractors are adhered to.

The candidate will need to be flexible, efficient and able to support the effective running of the site. A Driving licence would be advantageous, and the Site Supervisor may be called out of hours in case of an emergency.

## Duties & Responsibilities

### Site Supervisor

- Co-ordination and operation of a Planned Maintenance Programme and maintenance register.
- Record maintenance and compliance on new software.
- Oversee the procurement of consumables.
- Annual procurement of maintenance contracts to ensure best value for the school.
- Operation and management of the heating, ventilation, alarm systems and Building Management System.
- Control and monitor, the budgets for repairs and maintenance, utilities (fuel and water), environmental (refuse collection, sanitary contracts).
- Responsible for the day to day management of any planned building work
- Promoting the highest standards of Health and Safety and strategically ensuring the most effective use of the school site.
- Ensure that officers and contractors engaged in work on the school site.
- Maintain a high standard of work, use equipment, materials and chemicals that meet with Health and Safety requirements.
- Open and lock the school site.
- Ensure an attractive and welcoming site, clear of graffiti, litter and fallen leaves.
- Make daily inspections of site, inside and outside, to make sure that all equipment is safe and that the removal of any dangerous materials or objects take place.
- Undertake minor repairs and maintenance work including carpentry, plumbing, and general handyman duties e.g. minor plaster repairs, replacing loose tiles, re-laying uneven paving, changing light tubes etc.
- Undertake any building projects where possible to support the development of the school.
- Sourcing and purchasing of materials for works to be carried out on school site.

	<ul style="list-style-type: none"> <li>- Support for school office where required.</li> <li>- Painting and decorating where required.</li> <li>- Oversee cleaning and check that the standard of cleaning specified in the contract is maintained and liaise with the School Business Manager and/or cleaning contractors where required</li> <li>- Support the SBM for reporting to Governing Board on all Health and Safety aspects and compliance</li> <li>- Produce regular management reports for Senior staff and Principal against Health and Safety standards?</li> <li>- Fire precautions, ensure provision of fire drill notices, check fire escape routes, ensure daily, weekly, termly and annual checks of fire equipment are undertaken and recorded, review Fire Risk assessment annually and update as necessary.</li> <li>- Organise and monitor contractors working on site, and telephone liaison.</li> <li>- To assist with the movement throughout the school of furniture, other heavy items and parcels/deliveries.</li> <li>- Under the direction of the Principal, to provide building access in the event of important school calendar items such as Open Evening, Governors meetings, celebration evenings.</li> <li>- Conduct statutory tests and maintain statutory records that are not required to be completed by specialist or external contractors.</li> <li>- Organise portable appliance testing (PAT) to an agreed schedule.</li> <li>- Line management of site support workers.</li> <li>- Line management and training of Site Apprentice (if required).</li> <li>- Be a site First Aider.</li> <li>- Contribute to the procedures for Health and Safety, security, energy conservation and site management, ensuring implementation and regular review across the site.</li> </ul>
<b>Support for the School</b>	<p>The Site Supervisor will also:</p> <ul style="list-style-type: none"> <li>- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>- Contribute to the overall ethos/work/aims of the school.</li> <li>- Appreciate and support the role of other professionals.</li> <li>- Adopt a flexible approach to the completion of other tasks (at the direction of the Principal).</li> <li>- Attend relevant meetings as required.</li> <li>- Participate in training and other learning activities and performance development as required.</li> </ul>

Signature of Principal: \_\_\_\_\_

Date:                 /                 /

Signature of post holder: \_\_\_\_\_

Date:                 /                 /