



The Bishop's Stortford High School Job Description

Job Title:	Site & Facilities Manager
Responsible to:	Assistant Headteacher
Line Management:	Site Team and Cleaning Contract
Job Grade:	H9
Contract and Hours Of Work:	Full time – Permanent Contract – 37 hours per week • Flexi-hours to ensure premises coverage whilst site is open from 7am – 6pm • May include some additional evenings and weekends
Job Purpose:	Manage and supervise the school site and its premises, maintenance and caretaking staff • Manage all premises related contracts and preferred suppliers • Responsible for Health & Safety
Main Duties & Responsibilities	• Management of Maintenance and Capital Build Projects & Site Related Budgets • Responsible for Site Asset Register & Contracts Register • Responsible for Site Security & Contracts • Responsible for Beaumont Avenue Grounds Maintenance • Responding to emergencies as necessary. • School Health and Safety with the Site Health and Safety Officer • Manage decoration of areas according to the agreed rolling programme of upkeep of the fabric of the buildings. • General upkeep and provision of resources to the buildings. • Operation of all plant and equipment to ensure adequate and efficient provision of services. • Ensure the set out and put away furniture and equipment as required for assemblies, exams or special events and to undertake general portering. To remove and/or replace damaged, broken or unwanted items. • Ensure that the site and grounds are kept litter free and all paths and hard surfaces are cleared. • Carry out duties required in preparation for school functions under the direction of SLT. • Providing safe pedestrian access especially in inclement weather, treating main entrances and paths with salt/grit as appropriate. • Undertake minor repairs and maintenance. • Attend weekly meetings with the Line Manager to review all matters to do with school site. • As a primary key holder, be prepared to attend out of hours emergency call outs • Ensure that the school's vehicles are kept securely and that necessary routine checks are undertaken prior to use. • Manage all Vehicle Maintenance and Minibus Driver Management • Manage Minibus Bookings • Pass the County Minibus test. • Transport pupils as directed. • Other duties at the discretion of the Headteacher

Person Specification

	ESSENTIAL	DESIRABLE
a) Experience	• Ability to plan and prioritise own workload and delegate tasks • Ability to work under pressure and meet deadlines.	• Experience working in a school/college or with young people • Experience in leading and managing a facilities/site team
b) Qualifications		• Trade qualification or significant experience in building maintenance work in one or more areas eg carpentry, plastering, glazing, plumbing, mechanical and engineering, etc
c) Skills	• Good literacy, numeracy and ICT skills • Able to maintain a good system of record keeping, reference documents and logs/schedules • Able to oversee the provision of a range of general maintenance, caretaking and cleaning duties, including the ability to direct, inspect, record and monitor the work of others • Able to plan and prioritise own workload, those of others, act on own initiative and manage conflicting demands • Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity •	• Full working knowledge of relevant policies/codes of practice/legislation/H&S procedures and regulations
d) Qualities	• Excellent communication & interpersonal skills • Able to provide high quality supervision, training and support to team members and a willingness to undertake additional training, keep up-to-date with developments and changes in good practice • Show resilience under pressure • Able to act on own initiative and deal with any unexpected problems that arise with minimum delay • Enthusiasm, energy and commitment	

Safeguarding

- The Bishop's Stortford High School is committed to safeguarding and promoting the welfare of children and young people
- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of the Governing Body's pre-employment checks.

Additional Information

- All employees are expected to contribute to and support the overall aims and ethos of the school and to participate in training and performance management and development.
- The postholder is expected to accept any reasonable alterations to this job description that may, from time to time, be necessary in response to the changing demands and needs of the school.