HUNTER HALL
PREPARATORY & PRE-SCHOOL

JOB DESCRIPTION & PERSON SPECIFICATION

Job title: Site Manager

Summary of role: The Facilities Manager is responsible for the upkeep of the buildings and facilities at Hunter Hall School.

Hours: 15-20 hours per week.

JOB DESCRIPTION:

The duties of the Site Manager are wide and varied and it is anticipated that the duties may change from time to time. The Site Manager is a key holder and should be prepared to work some unsociable hours, including at weekends, to ensure the site is open for lettings and events, as well as to make emergency repairs or allow access to contractors who may be working on site.

The main elements of the role include the following:

Maintenance

Look after the day-to-day maintenance requirements across the school, including:

- Carry out maintenance works posted as directed by the Head/Bursar;
- Identify maintenance issues and address any issues promptly;
- Work flexibly and respond to site issues outside of normal working hours;
- Touch up all damaged paintwork on a regular basis to maintain the general appearance of the school;
- Unblock sinks, toilets and drains;
- Conduct minor plumbing works;
- Conduct minor electrical repairs such as changing plugs or lightbulbs.

Programme and Budgets

- Assist the Bursar in drawing up the 5-year estate plan as well as an annual renewal and repair programme with estimates and budget;
- Produce an annual maintenance/works programme and revise throughout the year as required (note that holiday periods when the school is usually fully or partially empty provide the best opportunity to achieve some of the larger maintenance tasks);
- Provide a weekly (or monthly) works schedule, including areas to be avoided by pupils for information to the staff;
- Monitor approved stock and material orders to keep within agreed budgets;
- Work within agreed budgets to deliver agreed outcomes and best value;
- Work to raise the standards of the building and facilities wherever possible, supporting the recent and ongoing investments in the buildings and facilities.

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Materials

- Order all materials as required for each maintenance task;
- Check that the most competitive discounts are being offered and consider alternative suppliers where appropriate;
- Countersign all invoices, confirming delivery of materials or completion of work by external contractors.

External Contractors:

- Obtain quotations and select contractors based on best estimate and expected quality of work in consultation with the Bursar;
- Provide the Bursar with detailed estimates for larger jobs required by the school, and where required, a written schedule of works;
- Oversee the work of contractors employed on routine maintenance and improvement projects, ensuring these projects are completed on time and within budgets whilst ensuring compliance with relevant Health & Safety regulations.

Health & Safety and Security

- Carry out task specific risk assessments;
- Maintain a comprehensive accident book recording all accidents and near misses;
- Take immediate maintenance action when required to resolve causes of accidents or near misses;
- Conduct the statutory H&S checks in the school as follows:

Fire

- Weekly fire extinguisher checks (arrange for refilling when required);
- Supervise the annual fire extinguisher testing contract;
- Fire alarm weekly test - record, test and identify any problems;
- Undertake the termly emergency lighting test, recording test results and arranging for any lamps to be replaced by the school electrician;
- Monitor all fire signage, arranging for replacements as required.

Security

- Be vigilant and challenge any unknown persons around the site and report suspicious activity;
- Lock up all the school after evening lettings as required;
- Open and lock the school for weekend and holiday lettings, as well as contractor visits to the site.

Energy and Utilities

- Monitor the room temperatures throughout the school and make adjustments when required;
- Conduct monthly meter reading and pass readings to Bursar;
- Monitor the performance of the boilers and adjust as necessary;
- Ensure annual boiler inspections and maintenance take place;

- Monitor boiler end of life date and advise the bursar on boiler replacement time span and cost.

Legionella

- Ensure an appropriate routine legionella control programme;
- Ensure legionella testing takes place at end of holiday periods.

Health & Safety at Work

The Site Manager will have to demonstrate that he/she can work safely and be aware of the following health and safety legislation:

- The Control of Asbestos regulations 2012
- RIDDOR Regulations 2012
- Work at Height Regulations 2005
- Electricity at Work Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- The Control of Legionella
- The Health & Safety at Work Act 1974
- All other relevant health and safety legislation.

Vehicles

- Ensure all vehicles are kept clean and tidy;
- Ensure vehicles are licenced, maintained and inspected in accordance with relevant regulations

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PERSON SPECIFICATION

Experience

- Experience in site and facilities management;
- Have knowledge of buildings and how they are constructed, how to rectify minor defects across most trades;
- Experience in the management and development of health and safety systems, and statutory building and safety systems, including site security;
- Have a positive attitude and be willing to enhance his/her career by both in house and external CPD;
- Demonstrate an understanding for and ability to accept responsibility for budget control;
- Good communication skills and ability to communicate effectively with a wide range of internal & external people including staff, contractors and visitors;
- Experience in the management of contractors;
- Must be computer literate and a confident user of MS Office suite including MS Word, Outlook, Teams and Excel;
- Be trained and familiar with power tools and the safe use of;
- Be proactive and use own initiative and contribute to the improvement of the estate and buildings
- The ability to work unsupervised at all times;
- Environmental / energy efficiency knowledge and understanding;
- A full clean driving license is essential.

Attributes

Energetic and enthusiastic	Essential
Team player with a hard-working ethos	Essential
Proven ability to juggle conflicting priorities	Essential
Able to work flexible hours, some weekend and evening work will be required	Essential
Demonstrate professionalism and contribute towards a positive working environment	Essential
Ability to understand of the challenges of working in education	Desirable
Enthusiasm for buildings and their upkeep	Essential
An ability to behave in a way that inspires the school ethos	Essential