

Granville Academy



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Job Description and Person Specification	
Post Title	Site Resources Manager
Grade	Grade 8 (Staffordshire)
Responsible to	Business Manager
Contract Type	Full Time
Contracted Working Hours	37 hours p/w (Weekly shift Rota to include some evenings/weekends)
Contract Term	Permanent
Review	Annually (April)
Disclosure Level	Enhanced DBS
Mission Statement	
<ul style="list-style-type: none"> • raising standards of achievement and creating opportunities for all pupils, regardless of needs to develop their full potential • raising the aspirations of the whole school community by creating a culture of continuous learning that celebrates success at all levels • developing a school that is the pride of the local area where pupils, parents, staff, governors and wider community feel valued, listened to and welcomed for the diverse contribution they make to our school life 	
Please note the following	
<ul style="list-style-type: none"> • due to the nature of the work, this post is exempt from the Rehabilitation of Offenders Act 1974 and the post holder must have a satisfactory Enhanced Disclosure (via the Disclosure and Barring Service) • the duties outlined in the job description may be modified by the Head teacher, with agreement of the post-holder, to reflect or anticipate changes in the job, commensurate with the salary and job title • This role requires flexible working including evenings, weekends and school holidays on a shift pattern basis 	
Purpose of the post	
<ul style="list-style-type: none"> • to be responsible for the general maintenance, cleanliness and security of the school and to maintain the premises (both internally and externally) in a clean, safe, sound and secure conditions for staff, pupils, parents and visitors • to be responsible for cleaning and janitorial services, monitoring the work of external contractors on site and proactively working to improve the school building 	
Main Duties & Responsibilities	
Security – work with the School Business Manager	
<ul style="list-style-type: none"> • ensure the safe maintenance and security operation of all school premises • ensure services provided by the Trust or security contractors are monitored and managed effectively • be the main key holder and to be responsible for the maintenance of keys and the alarm system • be the first point of call for emergency call outs. This includes the routine and non-routine opening and closing of the school and the setting of alarms; ensuring that the school is locked and secure, with fire doors and all windows closed at the end of the school day and after any school functions / lettings • to ensure that all alarm systems are functioning properly and that regular checks are made of the systems and recorded • to provide a first point of contact for all visitors to the site, outside of normal working hours and to be responsible for ensuring that all visiting contractors and deliverers act in accordance with health and safety policy • to ensure proper security and adherence to the health and safety policy at all events held outside the school day, including lettings, meetings, open evenings and events • to alert the appropriate person of any risk to a breach of security and deal with any incident affecting security as directed 	

- to patrol the sites to check for hazards, damages and intruders when opening and closing and to record any action taken
- To ensure that lighting and other security systems are kept in good working order and maintenance schedules adhered to

Repair and Maintenance

- to be responsible for a regular schedule of inspections throughout the buildings, completing action plans for modifications and improvements. Informed and SLT the Schools Business Manager of any work that needs to be undertaken or any issues where health and safety is at risk, and arrange the work to be carried out with best value achieved. This includes all the site services including lighting, ventilation, security, alarm, LEV, lightning conductor, gas, electricity, PAT testing, PE equipment, fire-fighting equipment and heating systems.
- undertake a regular and on-going programme of visual improvement to enhance the learning environment for our pupils
- ensure the regular checking by outside contractors of those systems that require such checks: electrical testing, alarms, heating systems, fire services, security alarms, gym equipment and any other relevant equipment
- be responsible for all recycling schemes
- make repairs if they are within the job's remit and manage contractors to complete their work and to ensure that the work has been completed in a proper and timely manner and comply with all health and safety rules
- Update and record all maintenance log for Minibus; insurance, MOT, Service etc.
- record all repairs and keep a maintenance log of routine and non-routine tasks
- to prioritise and undertake the programme of minor works at the school, taking into account urgent need and health and safety issues e.g. locks, windows, gutters, drains and paintwork
- ensure all outside steps, grounds, play grounds are kept in a clean condition, litter and weed free and all waste bins are emptied daily
- immediately report any defects to the Business Manager and take any remedial action
- ensure toilets are adequately stocked with toilet requisites and cleanliness maintained
- changing light bulbs, fluorescent tubes and ensuring clocks are maintained and secure, within a working height of 3.35 metre
- keep drain grids clean and free from debris and other litter on a daily basis
- where appropriate, take steps to avoid the risks of water contamination, to ensure that all hot and cold water outlets are turned on after every holiday period where the premises have been substantially unused for one week or more

Purchasing and Storing

- in liaison with the cleaner in charge and the finance department, provide purchase orders for all materials and equipment required for maintenance, cleaning and sanitary provision
- to maintain efficient stock-taking records
- ensure the proper and safe storage of all equipment and materials that are within the above categories
- ensure the proper maintenance of all machinery related to the above categories
- maintain records (e.g. COSHH), auditing all stock related to these categories and any maintenance/repair of equipment
- manage and assist with all deliveries to the school, ensuring the proper storage and distribution of all goods

Health and Safety

- ensure the Health and Safety policy and risk assessment related to the job are up to date, adhered to and actions undertaken
- ensure all staff use HandSam (H&S software) in line with requirements and actions are updated/recorded
- attend and update the Health and Safety committee to ensure that all statutory requirements are

<ul style="list-style-type: none"> act as the school's Health and Safety Co-ordinator and Fire Officer, planning and maintaining records of fire practices and alarm tests, Asbestos management, Legionella testing ensure that robust systems are in place to identify hazards and put into place appropriate measures to reduce the likely impact of these to regularly inspect and record health and safety walks with the Business Manager ensure the proper use and storage of all tools and equipment being used to fulfil the job requirement to ensure duties are undertaken in accordance with the school's health and safety policy including risk assessment and safety systems and to wear protective clothing as required and in line with health and safety protocols to carry out visual inspection of all equipment used by caretaking team and report any faults to be responsible for the management of health and safety regarding premises and to keep a log of safety issues including maintenance of the Fire Drill system log and emergency lighting log and to maintain a central log for all testing and certificates. To ensure all certificates are up to date and filed appropriately to ensure all contractors on site are DBS checked, paperwork is accurate and they are made aware of asbestos register if required to be responsible for midday cleaning, dining furniture and emergency cleaning on a daily basis to monitor the quality of the cleaning undertaken by the cleaning team and work closely with the cleaner in charge regarding standards of cleaning throughout the school to undertake 'emergency cleaning duties' which may occur during working hours maintain all logs and appropriate records and actions in accordance with procedures
Support Staff Management
<ul style="list-style-type: none"> manage the caretaking team's daily functions to ensure all duties are carried out efficiently
Corporate Responsibilities
<ul style="list-style-type: none"> ensure the implementation of and compliance with all policies and procedures relating to safeguarding, child protection, health and safety, security, confidentiality and data protection, seeking advice as necessary assist with pupil needs as appropriate during the school day show support for and upholding our ethos, values and policies promote high standards in attendance, punctuality and appearance support the induction of new staff, students and apprentices communicate effectively and professionally, both orally and in writing to work as part of a team and form good relationships with all stakeholders to maintain confidentiality over matters relating to the school, pupils', staff and parents' actively participate in any appropriate training and staff meetings as required comply with any reasonable request from a manager or the Head teacher to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description
Supervision Received
<ul style="list-style-type: none"> SLT & School Business Manager
Supervision Given
<ul style="list-style-type: none"> Caretaker (s)

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities or continued employment for any employee who develops a disabling condition

PERSON SPECIFICATION			
Specification	Essential	Desirable	Assessment
Educational Training Qualifications	<ul style="list-style-type: none"> a good standard of education including GCSE English and Maths at Grade C (5+) or equivalent interest in own personal development and willingness to undertake further training 	<ul style="list-style-type: none"> NVQ Level 3 and above City and Guild (Cleaning Techniques) NEBSS Manual Supervisors Course Health and Safety Course 	

Experience	<ul style="list-style-type: none"> at least 3 years of caretaking experience in school / educational settings knowledge of maintenance and cleaning techniques organisation of work and minor projects organisation and management of staff 	<ul style="list-style-type: none"> an evidence of continuous professional development experience in H&S maintenance in schools 	
Knowledge and understanding	<ul style="list-style-type: none"> Health and Safety awareness and compliance including conducting Risk Assessments good IT skills understanding of different H&S software working at Heights Health and Safety policies 	<ul style="list-style-type: none"> COSHH regulations 	
Personal Skills and attributes	<ul style="list-style-type: none"> Reliable and trustworthy Ability to think and work independently using own initiative. able to communicate professionally with others able to lead and manage others flexible approach / attitude good organisational skills able to deal with emergency situations able to follow instructions excellent interpersonal skills problem solving skills & solution focused able to work as part of a team 	<ul style="list-style-type: none"> available for duties as necessary during opening hours of establishment 	
Behaviour and values	<ul style="list-style-type: none"> harness a “can-do” attitude to work <ul style="list-style-type: none"> honesty integrity respect resilience 		
Additional Requirements	<ul style="list-style-type: none"> DBS 	<ul style="list-style-type: none"> Full clean driving license 	

At Granville we believe in Equal Opportunities and Diversity for ALL. Granville is committed to Safeguarding and Promoting the welfare of its pupil and expect all employees and volunteers to share in its commitments.

Verification			
Signed	_____	(Post holder)	Date _____
Signed	_____	(Principal)	Date _____