



FORRES SANDLE MANOR

## Site & Maintenance Manager

### JOB DESCRIPTION

(Reporting to: Director of Operations)

For an immediate start, Forres Sandle Manor seeks to appoint an experienced Site & Maintenance Manager to join our grounds and site team.

**Closing date: Sunday 29th September 2024**

**To apply:** Please download and complete an Application form from <https://www.fsmschool.com/vacancies/> and send the completed form with a covering letter to Sadie Pretty, HR Manager, at [recruitment@fsmschool.com](mailto:recruitment@fsmschool.com)

**Hours:** 7:30am - 4:30pm, Monday to Friday, 52 weeks per year

**Holiday entitlement:** 20 days plus Bank Holidays

**Salary:** Commensurate with skills and experience

The post holder has responsibility for the effective management and coordination of six key areas:

- ❖ Site Maintenance: Manage both planned and reactive maintenance tasks to keep the site in a good state of repair and appearance. This includes routine inspections, repairs in all buildings and facilities, and major projects during school holidays.
- ❖ Acting as the designated Fire and Security Officer & ensuring that all systems are regularly maintained and tested, appropriate records kept and all related policies and procedures are reviewed and updated as necessary.
- ❖ Helping to ensure the school complies with all current legislation in relation to health and safety and facilities management; and the maintenance of appropriate records.
- ❖ Contributing to the school's objectives of achieving cost effectiveness by achieving greater value for money in the maintenance and day-to-day running of the school.
- ❖ Providing a portering service to ensure that supplies are in place and school activities can proceed as expected.

- ❖ Participate in and ensure that the site is kept clean, tidy and attractive in order to minimise risk to the health and safety of those using the site and ensure the activities of the school can take place in an environment suited to learning.

**SITE MAINTENANCE** – The post holder is responsible all aspects of site maintenance including:

- Undertake emergency and planned maintenance and repairs within capability; respond effectively and maintain a log of such works.
- Maintain all equipment, tools and plant in a safe and good condition; liaising with external suppliers and services and arranging inspections where necessary.
- Liaise with the Director of Operations in the preparation of maintenance and capital expenditure project / work plans; liaise with contractors, obtain quotes and be their main point of contact.
- Manage all contractors on site, ensuring that all health and safety requirements are met, monitor their performance and inspect completed work.
- Undertake routine inspections of the site including scheduled maintenance checks.
- Maintain computerised record of all regular checks undertaken.
- Responsible for heating, water and lighting systems throughout the premises; arrange to remedy any problems and to participate in cost saving projects.
- Undertake and document a termly risk assessment of the whole site and other risk assessments / health and safety checks, including for external lettings.
- Be aware of the location of essential services including water isolation valves, fire points, drainage systems and gas and power supplies. Maintain a detailed plan showing the location of these.
- Regularly inspect all drains and gullies for blockages remedying as necessary.
- Regularly visually inspect outside areas for defects and potential hazards.
- Oversee vehicle fleet lifecycle management.

**FIRE & SECURITY** - The post holder will act as the designated Fire and Security Officer and ensure all systems are regularly maintained and tested through:

- Ensure the buildings are locked and unlocked at appropriate times (including daily opening and closing); setting and disarming of alarm systems.
- As a primary key holder be prepared to attend out of normal working hours as and when required, and respond to any activation of an alarm.
- Ensure door entry codes are changed on a regular basis.
- Monitor traffic on site including adherence to school rules. Regularly assess and review traffic & parking policy to ensure optimal safety.
- Ensure internal security procedures are adhered to; reporting any issues to the Director of Operations
- Regularly walk around all buildings to monitor maintenance standards, lighting and heating use and that windows and doors are secured. Report and act upon any issues with the appropriate staff.
- Test CCTV systems and fire alarm call points weekly and regularly check other fire equipment e.g. extinguishers for damage or expiration; change batteries in detection equipment as required; maintain logs of all checks. Liaise with the fire and security contractors to arrange for servicing and repairs.
- Maintain the Fire Risk Assessment, updating where appropriate and resolving any issues.
- Complete whole school fire evacuation on a termly basis.
- Liaise with other site users regarding fire drills etc.

- Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations.
- Initiate the necessary procedures quickly and accurately relating to the emergency services, e.g Police, Fire, Gas and Electricity Board.
- Ensure the premises are cleaned as required and the site is secure. Some evening and weekend cover may be required in connection with school events.

**HEALTH & SAFETY** - The post holder is responsible for helping ensure the school complies with all relevant legislation in relation to site safety and facilities management through:

- Help to ensure the school complies with all current legislation in relation to site safety and facilities management, including COSHH and the maintenance of all appropriate records.
- Complete or co-ordinate compliance and health and safety inspections – PAT testing, Legionella, safety equipment etc.
- Participate in the continuing development of robust, transparent health and safety systems and procedures.
- Support health and safety training initiatives and deliver components where appropriate.
- Commit to the growth and maintenance of a positive risk management culture within the school; assisting staff where necessary.
- Actively participate in the Health and Safety Committee.

**COST EFFECTIVENESS** - The post holder is responsible for contributing to the school's objectives of achieving greater value for money through:

- Manage, schedule, and monitor the use of heating, lighting and other mains services to all areas of the site and produce reports as agreed advising senior management in order to ensure the most economical use of fuel and water.
- Participate in the day-to-day operation of the dining facility working closely with the external catering management team to ensure efficient and safe systems are in place.

**PORTERING** - The post holder is responsible for providing a portering and furniture moving service to ensure supplies are in place and school activities can proceed as expected through:

- Transfer goods and materials delivered to the school to appropriate locations
- around the school site; assist with assembly of goods received where necessary and report any defects.
- Regularly set out and clear away furniture, equipment and other items when required in connection with assemblies, parents' evenings, special events, canteen and so on.
- Supervise and assist with the erection and dismantling of temporary structures such as a school marquee / gazebos as required.

**CLEANING & WELFARE** – Working alongside the Housekeeping manager, the post holder is responsible for ensuring the site is kept clean, tidy and attractive and that the activities of the school can take place in an environment suited to learning through:

- Manage refuse and recycling procedures and ensure relevant staff are aware. At least half-termly clean all bins to keep hygienic and deter pests and rodents.
- Oversee the control of pests across the site.
- Keep all outside areas clean and tidy, e.g. litter clearance, refuse bin compounds.
- Carry out emergency cleaning as required.
- Monitor supplies of cleaning materials, personal hygiene products, drinking water and sundry items; working with Housekeeping manager and cleaning contractors to ensure effective replenishment.

#### Associated terms and conditions

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the Head in the light of those changing requirements and in consultation with the post holder. The performance of the post-holder is formatively reviewed over the year as part of the school's PM process.

**We are committed to the safeguarding of children and young people and we expect all staff to share this commitment. All applicants will be subject to pre-employment screening, which includes an enhanced DBS and reference check prior to appointment.**