



St Hugh's  
School

Woodhall Spa

## Site Manager

### Job description

### Key Responsibilities

#### *Management aspects of role:*

- Ensuring that the grounds and appearance of the school site are maintained to the highest standards, taking responsibility for all aspects of the management of the site.
- Produce a plan to manage and improve the School's buildings and grounds.
- Maintain a list of approved contractors and manage them when on site.
- Overseeing and performing all maintenance and repairs to the estate grounds and buildings.
- In conjunction with the School Finance Manager, compiling major works proposals to include job specifications, quotes, full costings, timelines and recommendation within given timescales
- Manage the security of the buildings and grounds.
- Coordinate events and functions, ensuring the site is prepared and ready for them.
- Proactively seek to solve problems and maximising the financial efficiency of the estate.
- Ensure the estate is safe and conforms to regulatory, including providing H&S advice as required and maintaining compliance records to satisfy external inspections.
- Act as the first point of contact for emergencies or issues with the estate.
- Delivering the school's Health & Safety Policy, reporting to the School Finance Manager on health and safety matters.
- Ensuring that systems are in place to enable the identification of hazards and risks, and to undertake risk assessments as required.
- Acting as the School's Fire Officer with responsibility for the School's Fire Policy, Fire Risk Assessment, arranging regular servicing of fire detection equipment and extinguishers, weekly testing of fire alarm systems, and the organising of regular fire practices in consultation with the Head, ensuring accurate records are kept of such checks.
- Organising routine servicing of fixed plant, to include boilers, catering equipment, playground & PE equipment, etc.
- Organising and managing a maintenance request system and keeping an accurate record of all work undertaken.
- As the facilities and estates SME, advise the Head and School Finance Manager on relevant policies.
- Ensuring that accurate key holder records are maintained and key sets are current and secure.
- Organising and undertaking regular Fixed Electrical and Portable Appliance Testing.
- Organising and overseeing routine contractors such as window cleaning, etc.

- Liaising with the Tree Surgeon for annual tree inspections and to assist in the planning of routine tree maintenance.
- Maintaining the Asbestos Register and keeping the school's Asbestos Management Plan up to date
- Acting as point of contact for external hirers of the school buildings and grounds when they are on site.
- Attending internal and external school meetings and whole-school training as required.
- Actively seeking opportunities to improve the cost-efficiency of the school.
- Drawing the attention of the School Finance Manager to any repair/maintenance work that requires sub-contractor involvement.
- Carrying out emergency procedures in the event of a fire, flood, break-in, accident or major damage in line with the School's Emergency Plan.
- Being available to help with school events, either in or out of school hours.

### ***Practical duties***

- Taking appropriate action to prevent trespass or vandalism and ensure school is secure.
- Inspecting drains, gullies and guttering to ensure they are free flowing and clean.
- To assist in managing traffic flow and parking during peak periods, including school events.
- To assist with setting up rooms for meetings and events as required.
- To assist in lifting and moving heavy items.
- To undertake minor painting and decorating jobs as required.
- Joinery – first line maintenance of fixtures and fittings, and minor repairs.
- Plumbing – unblocking sinks, taps and waste pipes, dealing with leaking taps and burst pipes.
- Electrical – changing plugs, fuses and bulbs.
- Carrying out frost precaution procedures as required.
- To undertake PAT testing.
- Maintaining the lawns, flower beds, hedges, playing fields and hard court areas to a high standard.
- Planting bulbs, trees and shrubs.
- Maintaining the woodland area in a safe and healthy condition using tree management techniques as directed by the Head.
- Line marking sports pitches and running tracks.
- Ensuring that all grounds equipment is maintained to a safe and serviceable condition and that the tractor shed is kept clean, tidy and secure.
- Safe use of the tractors and other equipment.
- Safe use of chemicals such as weed killer.
- Basic maintenance of the school's onsite sewage treatment plant.
- Assisting colleagues on the site maintenance team with general maintenance issues inside the school buildings if necessary.
- To dispose of waste materials in a safe, hygienic manner ensuring that it is available for collection as required.
- Maintain cleanliness and general tidiness of all external areas to a high standard.
- To work with regard to Health and Safety at all times wearing correct PPE when appropriate.
- To take on the role of fire warden.
- To use power tools and garden machinery safely.
- To report any damaged equipment or any potential hazard immediately.
- To comply with the requirements of Health & Safety and all relevant school policies.

## Person Specification

Experience and qualifications

### ***Essential***

- Maintenance and/or grounds experience
- Estate management experience
- Management of small projects, ideally in an estates environment
- IT literate, in particular Google, Outlook, Word and Excel to a basic standard, with an open mind to learn and adapt to use of other forms of IT (such as using online helpdesk systems to track maintenance requests)

### ***Desirable***

Some or all of the following specific experience:

- Basic carpentry
- Painting and decorating
- Plumbing and heating
- Knowledge of fixed electrical wiring
- Experience of working in a school environment
- Leadership of small teams, including ability to manage staff and delegate tasks
- Experience of working with and managing contractors

Experience in the following:

- Horticulture or grounds qualifications, including:
- Level 3 apprenticeship
- IOSH Level 3 Certificate in Safety and Health for Business or LANTRA Tractor training
- PA1/PA6 pesticide spraying licence
- Chainsaw certificate
- D1 PSV driving licence (without 101 exemption) Essential qualities
- A can-do attitude, willing to turn your hand to anything to get the job done and ensure the high standard of the school's estate, and a flexible approach to working hours and willingness to swim outside their lane to do whatever needs to be done for the betterment and smooth running of the school
- Ability to undertake a physical and manual role
- A high standard of professionalism
- Excellent inter-personal and communication skills, able to build relationships with academic staff, support staff, contractors and be impressive when meeting with parents
- Common sense
- An aptitude for domestic DIY
- Organised and thorough, with attention to detail
- Flexible and calm under pressure

For further details of the role, please contact the Head by email at [office@st-hughs.lincs.sch.uk](mailto:office@st-hughs.lincs.sch.uk)

St Hugh's School is fully committed to safeguarding and promoting the welfare of children, young people and Adults at Risk therefore the successful applicant will be required to

undertake an enhanced Disclosure and Barring Service check. All appointments are subject to the receipt of satisfactory references and an Enhanced DBS and Barred List Check.

Job Type: Full-time

Salary: £20,000.00-£25,000.00 per year

Benefits:

- Discounted or free food
- On-site parking

Schedule:

- Holidays
- Monday to Friday

Licence/Certification:

- Driving Licence (required)

Work Location: In person

Expected start date: 27/09/2023