

# DEVON COUNTY COUNCIL

## Job Description

<b>Position Title</b>	<b>Site Manager</b>		
<b>Location</b>	Bidwell Brook School		
<b>Reporting to</b>	Head of Site		
<b>Position Number(s)</b>			
<b>Grade</b>	E		
<b>Directorate/Section/School</b>			
<b>Effective date of JD</b>		<b>JE Job Number</b>	974

### Job Purpose including main duties and responsibilities:

#### The main purpose of the job is to:

Provide appropriate level of maintenance throughout the designated establishment. To foster good working relationships with the customer, promoting the image of the service at all times. This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Will be required to work across the Learn to Live Federation as part of the Federation Premises Team to cover staff absence, in emergency situations or to assist with large projects.

Will monitor the cleanliness of the site and liaise with the external cleaning company regarding standards and concerns. Escalating issues as required.

#### Main duties and responsibilities:

Overall control of maintenance staff and managing overtime.

Liaison with clients and management.

Ensure health and safety guidelines are adhered to.

Control, order and issue maintenance and cleaning materials and equipment.

Induction and training of new staff.

Security of site as necessary.

Manage the hydrotherapy pool, ensuring the water quality meets health & safety guidelines, oversee the maintenance schedule of pool, manage chemicals for water

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For current guidance please refer to The Source.

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treatment, clean the pool areas, changing areas and toilets, deal with incidents of water contamination when required.

Completion of administration including maintenance and service contracts .

Monitoring and delivery of acceptable standards.

Liaise with DCC regarding maintenance schedule and security of shared school vehicles.

**Person specification:**

Attribute	Essential	Desirable	Method of Assessment
Management	◦	◦	◦
Experience	◦	◦	◦
Practical Skills	◦	◦	◦
Communication	◦ Ability to fulfil all spoken aspects of the role with confidence and fluency in English	◦	◦
Personal Qualities	◦	◦	◦
Strategic Thinking	◦	◦	◦
Technology / IT Skills	◦	◦	◦
Education and Training	◦	◦	◦
Equal Opportunities	◦ Devon County Council and it's staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties	◦	◦ Demonstrate knowledge at Interview
Physical	◦ Able to carry out the duties of the post with reasonable adjustments where necessary	◦	◦ OH1
Other relevant factors	◦ Commit and conform to DCC Customer Service Standards	◦	◦

**Please note; for assistance in completing the Person Spec please see the Recruitment Standards <http://staff.devon.gov.uk/recruitmentstandards2006>**

## Health & Safety:

The purpose of this section of the JD is for the manager to identify the main H&S risks associated with the job with a view to making the job-holder aware of them. This list is not exhaustive and does not replace the Risk Assessment document.

The “Action to be taken” section should be completed and reviewed on an individual basis with job-holders.

Potential Hazards	Applicable to this job? (✓)	Action to be taken
Display Screen Equipment		
Electricity – fixed / portable	✓	
Manual handling	✓	Manual handling training
Verbal / physical abuse	✓	Team Teach training Safeguarding
Work equipment	✓	
Fire		
Environmental		
Isolation / lone-working	✓	
Slips, trips & falls	✓	
Chemical	✓	COSSH training Pool plant operator training
Working with Vulnerable persons	✓	Team Teach training Safeguarding
Premises related	✓	
Transport risks		
Working at heights	✓	Working at Heights training
Other	✓	

**Structure chart – to be sent in by the manager as additional information with the job description and person specification**

Structure chart

**This is the GLPC part of the Job Description and the manager needs to complete this giving careful consideration to the duties of the job**

**1. Supervision and Management:**

Line management, including appraisals of up to five staff carrying out similar duties.

**2. Creativity and Innovation:**

Use of building changes regularly – therefore a need to alter maintenance and building work schedules accordingly .

Building work and maintenance means changes to work procedures – particularly during holiday periods. Post holder is responsible for managing the change to work procedures.

**3. Links with other officers, Service users or Members of the Public:**

Monitor the Norse cleaning contract and service levels.

Training and induction of new maintenance staff.

Contact with Norse management deal with service level issues.

Regular meetings with line management and Health & Safety and Premises Manager.

Regular contact with Head of School and Executive Head.

Occasional contact with building contractors.

**4. Levels of Responsibility:**

Allocation of staff to areas and tasks based on ability and need.

Allocation of hours within the contract total hours.

Managing the hydrotherapy pool maintenance, making sure it meets all health & safety guidelines and deciding on action to be taken if it does not, including temporary closure of pool.

Deciding which staff resources and banked hours to use during periodic maintenance tasks.

Deciding action to be taken if a complaint is received.

Deciding which stock to order.

Deciding the correct materials and machinery to use on a given task.

**5. Effects of Decisions:**

Management of effective staff allocation, leading to good standards and a contented workforce

Effective stock control leading to good levels of materials and prevention of overstocking - which could affect the budget.

Dealing effectively with complaints – resulting in customer satisfaction, preventing customers closing contracts.

Ensure use of correct machinery and materials leading to lack of damage to decor, flooring, carpets.

**6. Resources:**

Control, use and security of vehicle.

Locking and unlocking the building, maintenance of security system.

Overall responsibility for all electrical and mechanical cleaning equipment.

Responsible for ordering, control of and issuing of maintenance stock and materials to and staff.

**7. Work Demands:**

Interruptions and changes in priority regularly occur due to changing use of areas within the building, these need to be managed accordingly.

Periods of poor weather would also require a need to alter work priorities to take account of health & safety . Other interruptions would include the need to deal with specific requests from the Health & Safety and Premises Manager and changes in priority would occur during periods of staff absence.

Frequent telephone calls from line manager, cleaning staff and Site Manager.

Conflict between the customer expectation and available hours needs to be managed – particularly during periods of staff absence.

During poor weather – greater amount of dirt etc has to be managed within time constraints.

**8. Physical Demands:**

Maintenance work is physical and includes substantial effort, sometimes in awkward postures, particularly when moving furniture.

**9. Working Conditions:**

The site is large and widely spread, meaning a large amount of time is spent walking across the site, exposure to poor weather, i.e. cold, wind, rain.

**10. Work Context:**

Some meetings out of hours with the general public, episodes of verbal abuse.

Excessive dust in cases of building work taking place.

**11. Knowledge and Skills:**

The job requires the skill to deal with issues raised by the Officer in charge of the site efficiently and tactfully.

Need to maintain good relationships with all building users, which in the case of lettings would include members of the public.

Maintenance of stock items to a sufficient level without overstocking.

Keeping records such as the site events diary, timesheets etc.

Administration – including risk assessments, site Health and Safety Reviews, stock takes, ladder checks, inventory checks and any other returns required.

A need to be flexible to work approach, quickly altering priorities and to work around site users. Site events and emergencies such as flooding etc. need to be carefully managed.

Knowledge and skill is required to be able to plan and execute maintenance and building projects throughout the site, taking into account any school activities that may be taking place. This requires the planning of own workload and those of all members of the maintenance team.

The job requires the knowledge and application of a number of different maintenance tasks within a given area. A knowledge of Health and Safety and Manual Handling is required, as are knowledge of COSHH regulations and the use of various chemicals.

A knowledge of basic electrical safety would be necessary as would the skills to use electrical cleaning equipment safely and efficiently.

The job requires knowledge of how to unlock and lock the establishment, involves the safe keeping of keys to the building and the knowledge of the operation of building alarm systems, where fitted.

The skills to successfully assist in the recruitment of new maintenance staff are a requirement as are skills and knowledge to be able to carry out induction and training programmes. Another skill required is to be able to deal with non performing staff in a tactful but effective fashion.

The job requires a level of commitment and the application of a high personal standard of maintenance together with an eye for detail and the daily application of common sense to adapt to different conditions with regard to the use of the site and the prevailing weather conditions.

A knowledge of Health and Safety, basic electrical safety, manual handling and the control and use of cleaning chemicals is required. A level of flexibility would be required as it is likely that maintenance areas will alter either permanently due to building alterations or change of use or temporarily due to the need to cover for sickness and absence.

To be able to plan and prioritise workload, particularly during holiday periods. Also to be able to provide first line technical advice to members of the maintenance team on issues to do with maintenance.

**Job GLPC profile – to be completed by the J.E team**

SMP	C&I	C&R	D.D	D.C	Res	WDM	PDM	WCN	WCT	K&S	Score
3.1	3	3	2	2	4	2	2	2	2	3	422

**Signatures:**

**Job Description agreed by:**

**Line/Originating Manager:**\_\_\_\_\_ **Date:**\_\_\_\_\_

**Head of Service/Head teacher**\_\_\_\_\_ **Date:**\_\_\_\_\_