



Job Title: Site Manager

Ealing Scale: 7 (point 23-25) £37,209 - £38,199

Hours: 40 hours per week, 52 weeks per year

Holidays are taken during school holidays unless agreed otherwise in advance by the Headteacher

Line Manager: Deputy Headteacher

Supervisory Responsibility: Agency cleaners (through a contract), two caretaking staff,

Essential Requirements

Knowledge, and understanding

- a) Knowledge or a commitment to undertake training in:
 - Safeguarding and Child Protection
 - Awareness of Control of Substances Hazardous to Health (COSHH)
 - Health and Safety at work
 - Legionella and asbestos testing
- b) The implications of the Disabilities Discrimination Act for schools.
- d) The purposes behind the supervision and security duties as outlined in the job description.
- e) How equal opportunities policies impact on the school.

Skills

- g) To be able to carry out any repairs as identified in the job description.
- h) To be systematic in keeping appropriate electronic and manual records as necessary.
- i) To develop a work routine that systematically covers all aspects of the job description.

Personal Qualities

- j) A commitment to uphold the school's ethos, vision and values
- k) The ability to communicate effectively, both through speaking and writing to a variety of audiences.
- l) The ability to work without supervision and to given timescales.
- m) The ability to deal successfully with situations that may include conflict resolution.
- n) A good health record and work attendance record.
- o) A commitment to further professional training and development.