Diocese of Brentwood

JOB DESCRIPTION

**JOB TITLE: Site Manager**

**LOCATION: Cathedral House & Cathedral Parish - Brentwood**

**RESPONSIBLE TO: Vicar General**

**ACCOUNTABLE TO: Vicar General**

**OVERALL PURPOSE OF JOB:**

To identify and carry out effectively, routine and reactive maintenance tasks, regular health and safety checks (in accordance with Diocesan Health and Safety policy and procedures) and other general duties associated with the management of buildings and grounds comprising the Cathedral House and the Brentwood Parish.

**Duties and Responsibilities**

The Site Manager is required to undertake the following duties as directed by the Vicar General using prescribed methods and frequencies in line with Diocesan policies, procedures and any other relevant operating guidelines:

**General Maintenance**

* Carry out regular, periodic checks of the buildings, record the findings using the Diocesan online management system and templates and communicate findings. These checks will include visual checks of the building fabric and grounds as well as standard checks of all safety and security systems and equipment. For example, but not limited to:
  + Carry out visual checks of the buildings (internal and external) and grounds to identify any elements requiring repair.
  + Carry out regular inspections of the buildings (internal and external) and grounds to identify potential hazards, make safe and report to the responsible person. Ensure the buildings and grounds are safe for staff and visitors.
  + Undertake periodic tests of external lighting.
  + Ensure rainwater goods and drains are kept running free and clear of general debris (including around the graveyard).
  + Ensure the integrity of the various site security systems including alarms, door and window locks/fittings as well as external boundary walls, fences and gates etc.
  + Carry out periodic empty building checks in line with Diocesan insurance requirements.
* Carry out minor building repair and maintenance tasks, including adjusting windows/doors/door closers/handles and locks, changing locks, fixing toilet seats, simple repairs to furniture, basic plumbing tasks, minor decoration and touch ups, changing lightbulbs/batteries, putting up pictures etc. Where repairs cannot be self-delivered, the Site Manager will liaise with the responsible person to source appropriately experienced and qualified contractors, prepare a brief specification of work, obtain competitive quotations, and manage the selected contractor whilst on site.
* External Grounds – keep surrounding areas clear of litter (particularly the graveyard), sweep paths and keep clear from leaves, weeds, and build-up of moss (carry out periodic jet washing).
* Ensure site waste (garden and general) areas are kept clean and tidy and general bins are moved to the designated collection points on the required days.
* Oversee the performance of regular service providers e.g. grounds maintenance and cleaning to ensure a high standard of service delivery is maintained. Record findings and communicate issues of concern and/or complaints received.

**Health and Safety**

* The Site Manager will work alongside the Diocesan Health and Safety Coordinator and the Parish Priest and his Health and Safety Representative/s to:
  + Ensure all required health and safety checks are completed in line with Diocesan policy and procedures, that all findings are accurately recorded using the appropriate system, that all records are maintained and kept up to date. Any inconsistencies or issues of concern are reported to the responsible person.
  + Ensure all emergency exit routes are clearly sign boarded and kept clear of obstruction.
  + Coordinate the weekly fire alarm tests and periodic fire equipment checks. Accurately record test results and findings. Report any failures or issues of concern to the responsible person.
  + Participate in periodic emergency evacuation tests.
  + Undertake all activities in strict accordance with Diocesan Health and Safety policy and procedures and participate in relevant training sessions.
* The Site Manager will gain a thorough understanding of the Diocesan COVID-19 policies and procedures from the outset and will ensure that all required COVID-19 protocols and standards are in place and maintained across the site. In particular, the Site Manager will be responsible for carrying out additional cleaning of general areas and touchpoints (e.g. toilets, door handles, banisters) and/or replenishing hygiene supplies throughout the day or as specifically directed.
* During winter months, monitor weather reports and ensure that external areas are gritted in accordance with an agreed plan. Monitor grit supplies and ensure orders are placed in good time to prevent stock running out.

**Security**

* Undertake regular reviews and periodic checks of site security measures. Report findings and recommend areas of improvement.
* Be aware of all site/building keys, alarm, and system codes. The Site Manager should have a thorough understanding of all site security systems, alarm monitoring stations and be familiar with the Diocesan/Parish emergency and out of hours protocols for each building and site.
* Act as out of hours key holder and be the first responder for out of hours emergencies.
* Open and close the premises when necessary for staff, contractors, and lettings, ensuring that premises are safely secured afterwards, including opening/securing the Cathedral at the request of the Parish Priest for certain events.
* Sign out keys to contractors, as required, and ensure all keys are returned at the end of the task or each day.
* Assist with control of visitors on a day to day basis and for planned, large events (premises and car park). In particular, to ensure clear passage is maintained for emergency vehicles.
* Be available on-site during lettings or particular events as required. Provide site specific health and safety information to external hirers as required.
* Take action to prevent or respond to trespassers (by foot or vehicle). This will include monitoring the car park for any unauthorized users. Take action in line with local Diocesan/Parish policy and procedure and/or local authority or police procedures.
* Monitoring the car park during busy periods, including occasional weekend or evening work for particular events.

**Heating and Hot Water**

* The Site Manager should be familiar with all relevant system O&M manuals and understand how the building systems have been designed and operate.
* Monitor and set the heating and hot water controls in line with seasonal changes and demands.
* Programme ‘out of hours’ heating for specific evening or weekend events.
* Liaise with the relevant maintenance contractors during regular service inspections and/or in response to breakdowns.
* Be aware of the location of all stopcocks, consumer units, gas, electricity and water meters.
* Ensure each boiler house is accessible, clean and tidy with no flammable materials stored.

**Other General Duties**

* Co-ordinate and assist with the movement and arrangement of furniture for meetings, conferences, and Cathedral services/activities. The Site Manager will be required to set out furniture in accordance with the specific requirements of each service/activity and ensure that they are put away again in the designated storage area.
* Maintain an accurate log sheet of hours worked and jobs undertaken

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Vicar General or Parish Priest within the competence ability of the post holder.

The location of cleaning / maintenance areas may need to be changed to meet the needs of the establishment.

**Notes:**

1. You will be expected to produce work to a high standard and to promote quality at all times.
2. You will be expected to adhere to the policies and procedures of the Diocese of Brentwood.
3. The post holder may have access to confidential data. Disclosure of confidential information to any unauthorised person may lead to disciplinary action which could ultimately lead to dismissal.
4. You will be expected to participate in a staff appraisal scheme for yourself and staff you manage where applicable.
5. If you are a member of a professional/regulatory body you will be required to abide by the relevant professional Code of Conduct
6. Smoking is not permitted while on duty or in uniform (where this is worn).
7. Employees must be prepared to work flexibly to meet the changing needs of the organisation.

**EQUAL OPPORTUNITIES**

The Diocese of Brentwood operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity policies in relation to employment and service delivery.

**CHANGES TO THIS JOB DESCRIPTION**

1. Any changes to job descriptions must be operationally required and approved with the staff member, line manager and then authorised by the Senior Manager and HR.
2. Master copies of all job descriptions are held on the HR Database, therefore any changes must be sent to HR for review and filing.
3. No changes can be made to generic job descriptions without all post holders being consulted and in agreement with the HR.
4. The above job description does not purport to be an exhaustive list of duties and responsibilities. The post-holder will be expected to undertake additional duties as the requirements of the post change.

**Date of Job Description:**

Post-holder in receipt and agreement of job description:

Signature ………………………………….

Name (please print).................................

Manager’s Signature ……………………..

Name (please print).................................

Review date ……………………………….

**PERSON SPECIFICATION – Site Manager**

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| **SELECTION CRITERIA** | **ESSENTIAL** | **DESIRABLE** |

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| **ATTRIBUTES** |  |  |
| Hard-working, honest, dependable, and self-motivated | ✓ |  |
| Absolute integrity and discretion. | ✓ |  |
| Confidence to make sensible and responsible decisions on own initiative. | ✓ |  |
| A polite manner, flexibility, and sensitivity to relate to all staff and visitors is essential. | ✓ |  |
| Access to contacts may be needed to carry out more significant work |  | ✓ |

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| **SKILLS AND EXPERIENCE** |  |  |
| Previous Caretaking/site-keeping experience in a Church or similar environment | ✓ |  |
| Handyperson/DIY experience | ✓ |  |
| Experience and an understanding of building systems eg boilers, security and fire alarms | ✓ |  |
| Willingness to undertake induction training | ✓ |  |
| Good literacy skills in English | ✓ |  |
| Good communication skills – written and spoken | ✓ |  |
| Willingness to learn how to use the Diocesan Health and Safety Online management system | ✓ |  |

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| **KNOWLEDGE** |  |  |
| Knowledge of current Health and Safety regulations | ✓ |  |
| Knowledge and experience of completing Health & Safety site management checks | ✓ |  |
| Knowledge of efficient cleaning methods and materials. | ✓ |  |
| Awareness of health and hygiene procedures | ✓ |  |
| Knowledge and experience of working with Building O&M manuals. | ✓ |  |

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| **ADDITIONAL REQUIREMENTS/INFORMATION** *(e.g. hours, shift work, travel)* |  |  |
| Understanding of, and empathy for, the mission and ethos of the Catholic Church, the Bishop of Brentwood and the Priests and laity of the Diocese. | ✓ |  |
| A willingness and ability to travel between sites within the Brentwood and Warley Hill area | ✓ |  |
| Ability to get to site quickly in case of emergency | ✓ |  |
| An up to date Disclosure and Barring Service (DBS) will be required prior to commencing employment | ✓ |  |