



Rangi Ruru
Girls' School

Building and Site Manager Position Description

Responsible to:	Business Manager
Direct Reports:	Maintenance Staff, Grounds Staff, Caretaker
Functional Relationships:	Administration Staff, Academic Staff, School Executive, School suppliers, Contractors and Consultants to the School.

Key Accountabilities:

1. Daily operation and maintenance of existing buildings
2. Long term property maintenance
3. Preventative maintenance
4. Contract and project management
5. Minor capital works
6. Grounds
7. Pool
8. Staff supervision
9. Security and after-hours back-up
10. Hazards management, Compliance e.g. Warrant of Fitness
11. Resource management and equipment maintenance including school vans
12. Reporting
13. Records
14. Any other duties

Responsibility Area 1: Daily operation and maintenance of existing buildings

Key Tasks	Desired Outcomes
1. Ensure the site is operating within agreed specifications.	<ul style="list-style-type: none"> • Ensure buildings operating correctly through the use of the BMS system and manual documentation; • Reduction in the running and maintenance costs.

Responsibility Area 2: Maintenance and preventative maintenance

Key Tasks	Desired Outcomes
<ol style="list-style-type: none"> 1. Carry out all regular maintenance checks in accordance with lists (daily, weekly, monthly, etc.) 2. Ensure building Maintenance Requests list is kept up to date. 3. Carry out minor maintenance when required. 4. Where appropriate, obtain tradesperson assistance. 5. Oversee all maintenance work. 6. Allocate duties to staff and plan term break work. 7. Record all tasks undertaken, by whom and standard. 8. Request for routine maintenance jobs carried out efficiently. 	<ul style="list-style-type: none"> • School is kept well maintained at all times; • That no hazard is created by inattention to maintenance; • Costs of maintenance are kept down as a result of regular checking.

Responsibility Area 3: Minor Capital Works

Key Tasks	Desired Outcomes
<ol style="list-style-type: none"> 1. Management of minor capital works. 2. Where appropriate, arrange quotes and specifications. 3. Monitor and record work. 	<ul style="list-style-type: none"> • High standards of work carried out; • All minor capital works on programme completed; • Appropriate reporting.

Responsibility Area 4: Grounds and Pool

Key Tasks	Desired Outcomes
<ol style="list-style-type: none"> 1. Supervision of grounds maintenance staff through Grounds person. 2. Ensure grounds are well kept. 3. Ensure all safety provisions are maintained. 4. Ensure equipment is up to a sound standard and safe. 5. Responsibility for the running of the Pool plus all necessary testing 	<ul style="list-style-type: none"> • Clean, attractive grounds; • Staff work to required standards; • All safety measures taken as appropriate; • All equipment and machinery is in good working order; • Pool operates within guidelines required; • Regular reporting.

Responsibility Area 5: Staff Supervision

Key Tasks	Desired Outcomes
<ol style="list-style-type: none"> 1. General supervision of all staff that is accountable to Building and site manager. 2. Checking of work standards, time sheets, etc. 3. Performance Appraisal as required. 4. Training and induction. 	<ul style="list-style-type: none"> • Well managed staff; • Staff kept informed of school issues; • High standard of work; • Staff work to appropriate safety standards.

Responsibility Area 6: Security and After-Hours Back-Up

Key Tasks	Desired Outcomes
<ol style="list-style-type: none"> 1. Ensure all locks and doors are in good working order. 2. Ensure all window catches are in good order. 3. Ensure self-closing or other mechanisms are working especially in areas such as the swimming pool. 4. Ensure all security facilities are in sound condition. 5. Carry out daily security checks / ensure checks are carried out as appropriate. 6. Be available when required on security call-outs. 7. Check all fencing and gates etc. 	<ul style="list-style-type: none"> • The school is as secure as is reasonably possible; • All immediate security maintenance tasks carried out efficiently.

Responsibility Area 7: Hazards Management, Compliance, Health and Safety

Key Tasks	Desired Outcomes
<ol style="list-style-type: none"> 1. Have in place a current hazards register. 2. Take all appropriate steps to deal with identified hazards. 3. Carry out, as required, all regular safety checks. 4. Conduct appropriate staff training and induction. 5. Check all safety equipment. 6. Ensure all measures are taken to maintain Building Warrant of Fitness. 7. Operate within the school's health and safety policies. 	<ul style="list-style-type: none"> • A safe environment; • All hazards as they are identified are removed or managed; • Staff are aware of potential dangers; • A Building Warrant of Fitness is issued each year.

Responsibility Area 8: Resource Management and equipment maintenance, including vans

Key Tasks	Desired Outcomes
<ol style="list-style-type: none"> 1. Manage the property budget effectively and efficiently. 2. Ensure storage and security of equipment and machinery. 3. Provide information (including serial numbers) to the Business Manager and Business Office for maintenance of the Asset Register. 4. Ensure expeditious repairs are carried out. 5. Provide guidance on budget input as required. 6. Ensure all checks and servicing is carried out regularly. 	<ul style="list-style-type: none"> • Well maintained resources; • Working within budget; • All machinery and equipment is in good working order; • Vans and trailers: ensure the school fleet of vans and trailers are in good and safe working order, are presentable, warranted and registered.

Responsibility Area 9: Reporting

Key Tasks	Desired Outcomes
<ol style="list-style-type: none"> 1. Provide full verbal reports on property management issues as required. 2. Report when necessary to Business Manager. 3. Provide full written report each month to Business Manager on maintenance progress, jobs carried out, and any relevant issues. 4. Attend, as required, meeting of any committee. 	<ul style="list-style-type: none"> • Business Manager or Principal are kept well informed about all important issues.

Responsibility Area 10: Records

Key Tasks	Desired Outcomes
1. Maintain database and documented reference for all plans, archival records and the location of all services.	<ul style="list-style-type: none">Records are up to date and detailed information on the Rangi buildings, site works, colour schemes, etc are readily accessible on request, where possible.

Responsibility Area 11: Any Other Duties

Undertake other duties as requested from time to time by the Business Manager.

Person Specification:

Key Attributes

- General knowledge of building maintenance with preferably a qualification;
- Knowledge of security procedures and emergency services;
- Understanding of operation of machinery and equipment relative to building maintenance, e.g. pumps, air conditioning;
- Ability to undertake and/or co-ordinate emergency maintenance as necessary;
- Ability to supervise and direct staff;
- Positive “can do” attitude with a “solution focus”;
- Ability to plan, prioritise and organise work;
- Competent Computer skills;
- Ability to schedule work with least disruption to the school community;
- Strong inter-personal skills with ability to build and maintain relationships;
- Personal qualities of honesty, integrity, enthusiasm and approachability;
- Leadership along with an ability to work as a member of a team;
- Ability to work calmly and positively in all situations;
- To be loyal and supportive of the strengths of the school, and exercise discretion and confidentiality.