JOB DESCRIPTION: SITE MANAGER

PURPOSE: Chengelo’s stated purpose is to:
   “Educate and train young people to become Witnesses to the Light of Jesus Christ in Zambia and beyond”

The Site Manager will be responsible for all aspects of site management including a wide range of duties and responsibilities connected with the smooth running of the practical aspects of the school, maintaining the high operational standards required by the school and working to achieve the vision of the school.

The Site Manager is responsible for staff welfare his department under the oversight of the Principal and with assistance of the Human Resources Manager.

RESPONSIBILITIES:

1. SPIRITUAL
The Site Manager plays a valuable witness for pupils as a ‘witness to the light’ modelling key biblical principals in the running of Chengelo from good stewardship, to accountability, integrity and honesty. The Site Manager is expected to be a visible presence and witness in North Church. They play a valuable link between the school management and the workers and have a daily opportunity to witness to the ethos and values of Chengelo. Support for the local churches will help to broaden the scope for spiritual growth amongst the workers.

2. LEADERSHIP
Site Workers
The Site Manager is responsible for staff welfare his department under the oversight of the Finance Manager and with assistance of the Human Resources Manager.

The role includes:

- Providing leadership and nurturing Site workers
- Provide an induction programme for all new Site workers
- Provide relevant Job Descriptions for Site workers
- Arrange annual assessments for Site workers
- Provide opportunities for workers to take on extra responsibilities
- Arrange in-house or external training for Site workers
- Ensure good communications with workers
- Encourage and motivate workers
- Apply disciplinary procedures when necessary.
- Delegate tasks as appropriate to Site Workers or outside contractors, ensuring Health & Safety regulations are strictly adhered to.
- Involved in leading worker’s morning devotions

Buildings, maintenance and grounds
• Ensure all buildings and surroundings are maintained to acceptable standards
• Oversee the effective and safe use of labour on the school site
• Work with the Finance Manager, Heads of School and Ndubaluba to design new projects.
• Advise cost of such buildings and projects for inclusion in the budget.
• Oversee the construction of new buildings or modifications.
• overseeing quality control, health and safety matters on site
• Equip maintenance workshop with adequate tools
• Ensure availability of fast moving inventories in the building maintenance stores.
• Ensure maintenance of a good drainage of surface water.
• Ensure maintenance of the road system in the school and liaise with the local Council about the main road.
• Monitor the performance of the outsourced cleaning contractor and liaise with the Finance Manager to ensure a clean, tidy and well maintained school environment.

Workshop
• Ensure maintenance of a constant supply of clean water. Check that it meets ECZ health standards.
• Ensure that sewage is disposed off according to ECZ health standards
• Ensure provision of electric power during ZESCO power interruptions using gensets.
• Arrange regular maintenance of water pumps, water treatment plant and the gensets.

General Management requirements
• Attend Management meetings as required to discuss relevant site matters.
• Submit and present a ‘Site Report’ to the Finance Manager for meetings of the Board of Governors.
• Establish departmental goals and objectives in line with the Chengelo Vision.
• Analyse current Site procurement activities and recommend improvement through more efficient purchasing methods, quantity discounts, etc
• Developing and implementing waste reduction solutions

3. PUPILS
The Site Manager will
• Ensure that all pupils are seen as the children of God, precious in his sight.
• Ensure that in workers and staff matters the protection of children is taken as the highest priority.

4. STAFF
Chengelo requires high levels of collaborative work to function effectively. All staff are expected to work as part of a team, helping to encourage one another. Teachers are expected to:
• Maintain a high level of confidentiality with regard to information obtained through your finance role
• Ensure that all communication with staff is clear and precise
• Work closely with the finance manager to build a strong Site team
• develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
• Effective communication with a broad range of other staff, clinic, classroom, hostel, pastoral and academic managers and senior managers to ensure pupils are properly cared for, and systems are maintained.
• Attending department meetings and staff meetings
• Fellowshipping with, praying with, pastorally caring for fellow colleagues, is an integral part of the community life.

5. RESOURCES
The Site Manager will;
• Ensure maintenance of a reliable fleet of motor vehicles and tractors to service the school.
• Ensure the safe condition of these vehicles.
• Reinforce a preventive maintenance policy.
• Control the use of vehicles; make efficient use of them to prolong their life span.
• Ensure availability of fuel (including gas) and basic spares for servicing the vehicles.
• Ensure that the site is adequately protected by a secure security fence.
• Ensure adequate provision of security lights at all times.
• Ensure all site safety equipment is in place and serviced: fire extinguishers, signs on roads and in buildings.
• Ensure workers are equipped with and use relevant protective clothing and equipment.
• Arrange regular mosquito spraying of hostels, homes and clinic.
• Ensure all electrical and mechanical equipment is maintained in a safe condition.

EXTERNAL RELATIONS
The Site Manager will need to communicate effectively with staff and workers, and a wide array of external businesses and offices and organisations to fulfil his role. At all times the aim is to maintain the ethos and values of Chengelo and they will be a public face of Chengelo Secondary School. Team work will be vital to ensure the public message of Chengelo is consistent across all sections of the school. In regards to the ethos, values, vision, or policy of the school all public statements need to be approved by the Principal.

REVIEW AND AMENDMENTS
• The Site Manager will undertake other reasonable duties related to the job purpose required from time to time.
• This job description should be seen as enabling rather than restrictive and will be subject to regular review.