



CHENGELO SCHOOL

AS A WITNESS TO THE LIGHT

JOB DESCRIPTION: SITE MANAGER

PURPOSE:

Chengelo School exists to: “Educate and train young people to become Witnesses to the Light of Jesus Christ in Zambia and beyond.”

The Site Manager is responsible for the efficient management of school site projects, maintenance of facilities, and supervision of infrastructure to ensure operational efficiency. This includes overseeing electrical, water, grounds, and fleet management while upholding the highest standards of maintenance and safety. The role requires strategic planning, leadership, and adherence to preventive and reactive maintenance schedules.

REPORTING LINE:

Reports to the Business Manager and works closely with the Human Resource Manager for staff-related matters.

KEY RESPONSIBILITIES:

1. Leadership and Staff Management

- Provide leadership, supervision, and support to the site team to ensure effective service delivery.
- Induct, train, and develop site workers to maintain high performance levels.
- Conduct annual staff assessments and performance reviews.
- Delegate tasks to staff and external contractors, ensuring adherence to health and safety regulations.
- Lead morning devotions for workers and encourage active participation in Christian fellowship.

2. Maintenance and Infrastructure Management

- Oversee the maintenance of buildings, electrical and water systems, and grounds to the highest standards.
- Implement preventive and reactive maintenance schedules.
- Plan and oversee infrastructure projects, ensuring accurate cost estimates and material procurement.
- Maintain a detailed asset register for all school installations.
- Ensure roads, drainage systems, and pathways are well-maintained, liaising with local authorities as necessary.

3. Fleet Management

- Supervise school vehicles and engines, ensuring regular maintenance and compliance with Zambian road regulations.
- Manage vehicle bookings to support school activities efficiently.
- Implement fuel usage and vehicle maintenance strategies to optimize costs and prolong lifespan.

4. Health, Safety, and Environmental Compliance

- Ensure school facilities meet health, safety, and environmental standards.
- Maintain up-to-date risk assessments for site-related activities.
- Supervise pest control measures, including mosquito spraying in key facilities.
- Oversee fire safety, ensuring proper maintenance of safety equipment.
- Enforce the use of protective clothing and equipment for staff.

5. Planning and Budgeting

- Provide monthly reports on site activities with recommendations for improvement.
- Plan work schedules aligned with the school calendar.
- Manage and ensure compliance with allocated budgets.
- Implement procurement strategies to optimize efficiency and reduce costs.

6. Resource and Facilities Management

- Ensure the reliability and maintenance of school vehicles, tractors, and workshops.
- Oversee water treatment, sewage disposal, and backup electricity supply.
- Monitor outsourced cleaning contractors to maintain high hygiene standards.

7. External Relations

- Serve as the primary liaison between the school and external contractors, suppliers, and government agencies.
- Ensure that Chengelo's public image aligns with its Christian values in all external interactions.

REVIEW AND AMENDMENTS

- The Site Manager may be assigned other reasonable duties related to the job purpose as required.
- This job description is subject to periodic review to ensure relevance and effectiveness.