

Job Description

Designation: Site Manager

Name: Business Manager / Headteacher

Responsible to: C2 (37 hours per week / All year round)

Grade:

Main purpose of job

To be responsible for the security of the school buildings and grounds and, subject to the needs to the schools, undertake the repair and cleaning of the premises, fixtures and fittings. To oversee the school cleaning contract.

Responsibilities and Accountabilities

The Site Manager is responsible, for a wide range of duties and responsibilities connected with the fabric and grounds of the school. The principal responsibilities are detailed below.

Site Manager duties include:

- Be the main key holder for the premises/buildings and in the event of an emergency; ensuring arrangements are in place to respond to a call out.
- Act as the lead fire warden during fire evacuations, undertaking drills at appropriate times.
- Carrying out security procedures for school buildings and grounds.
- Opening and closing of school premises, including gates, doors, windows, fire exits, etc, for the purpose of school use, lettings, out of school hours functions, maintenance and emergency services.
- Regularly checking the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed.
- Liaising with the emergency services including calling out as required. Reporting acts of theft or vandalism to the Head Teacher / Business Manager and/or police as necessary.
- Keeping a diary of events and contractor visits and scheduling routine maintenance

Personnel Management

- Supervise the Caretaker/Handyman
- Delegate janitorial, portage, maintenance and safety tasks appropriately to ensure that the schools are kept clean and safe.
- Liaise with the Business Manager on training and best practice, as necessary to ensure high quality.
- To assist in induction training to new site staff and contract cleaners outlining clear expectations with regards to duties and performance.

Heating

- a) Check and control system functions.
- b) Regularly check and maintain all parts of the heating system as required with due regard to appropriate safety requirements.
- c) Report all defects to the Business Manager and contact engineers as instructed.

School Cleaning

Where agreed, carry out defined cleaning duties for number of hours determined by the Business Manager. Oversee and monitor the cleaning of the school and external contractor. Ensure manufacturers and COSHH regulations are complied with in the mixing, use and storage of cleaning materials. Ensuring materials and equipment are returned to appropriate storage area at end of cleaning session and that equipment is cleaned by the user and dust bags emptied, where appropriate, prior to storage. Ensuring removal of waste to appropriate disposal points. Taking on cleaning duties in the event of staff sickness or temporary vacancy.

Deliveries/Post

- Taking delivery of post, stores, material and other goods and assisting in unpacking or storing cleaning materials and equipment.

Manual Handling Duties and Furniture Moving

The Site Manager must move such items of school furniture as required in connection with the school and other users of the school premises with due regard to current Health & Safety and Lifting & Handling regulations.

Energy Conservation

- a) In conjunction with the Business Manager, implement any agreed policies.
- b) Read, record and report all meter readings as required by the Business Manager, and reporting any concerns to the Business Manager.

Emergencies

- a) Clean sickness and spillages as required.
- b) Deal with, or arrange to be dealt with, all bursts, leaks, floods, fires and breakages as appropriate. Do this as soon as the problem is discovered.
- c) Deal with, or arrange to be dealt with, all electrical and gas emergencies, making safe initially by turning off supply.
- d) Ensure access for emergency services, assist as necessary, secure premises as required.
- f) Adhere to guidance in the School's Emergency Management Plan

Internal Maintenance

- a) Report all defects which require specialist repair to the Business Manager or Head Teacher.
- b) Inspect electrical fittings and report defects as required. Arrange annual PAT testing of equipment via the Business Manager.
- c) Replace lamps and domestic fuses as required.
- d) Regularly inspect plumbing and report/repair defects as appropriate.
- e) Synchronise clocks, time switches, school bells, etc, as required.
- f) Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate.
- g) Order and take delivery of materials to deal with repairs mentioned above.
- h) Subject to safety regulations, redecoration of any area, agreed as reasonable on instruction from the Business Manager.
- i) Be responsible for the supply and availability of all hygiene materials.
- j) Remove graffiti etc, as required.
- k) Carry out minor repairs to school equipment as agreed with the Business Manager.
- l) Purchase materials for minor repairs.
- m) Carry out minor works in order to improve the site as required by the Head Teacher.
- n) Attend appropriate training courses as required by the Business Manager.

External Maintenance

- a) Ensure the Caretaker/Handyman carries out grounds maintenance work such as cutting grass areas, maintaining trees, shrubbery and weeding etc
- b) Maintain cleanliness and general tidiness of all external hard areas; empty litter bins on a daily basis.
- b) Clean and clear all drains and gullies to ensure effective and healthy operation.
- c) Inspect outside fabric of school, report/repair defects as appropriate.
- d) Inspect all fences, gates, walls, steps, lights, etc. Report/repair defects as appropriate.
- e) As required by the Business Manager, remove/obscure all graffiti.
- f) Keep entrance to the school, inside and outside, clean and clear of obstructions at all times.
- g) Clear leaves, snow, ice, moss and detritus as appropriate, including treatment of surfaces with salt, etc.
- h) Inspect all outside areas for dangerous materials and remove – including external emergency clean of spillages.
- i) Carry out internal window cleaning where required. Monitor window cleaning contractors.
- j) Carry out minor works to paths, paving, fences and gates, in order to improve the site as required by the Head Teacher and Business Manager (advise on condition of these).

Health and Safety

Site Managers have a duty of care towards the staff, pupils and visitors of the school. It is important to keep up to date paperwork regarding the following:

Fire Drills
Playground Weekly checks
Alarm Testing
Health and Safety monitoring/inspections
Risk Assessments
Electrical Testing
Asbestos Register

Person Specification for Site Manager

Experience: Experience in DIY/practical skills is essential.
Experience in caretaking or a related field is desirable, but not essential.
Experience in dealing with contractors is desirable, but not essential.

Qualifications or Training: Basic literacy and numeracy skills are essential. A GCE, GCSE, NVQ or similar qualification is desirable.

Practical Skills: Excellent practical/DIY skills are essential.

Personal Qualities & Attributes:

1. Can self-motivate and think for themselves. Shows initiative, needs little supervision
2. Able to plan and organise a work routine
3. Is well-organised – can prioritise a number of jobs
4. Able to work as a member of a team
5. Can manage contractors
6. Has flexibility – can work full days for special events
7. Desirable but not essential – able to offer a trade (electric/plumbing/building) etc
8. Be prepared to take part in appropriate training
9. Able to complete paperwork and cost materials/equipment.
10. Is willing to meet the needs of all staff and negotiate timescales for jobs
11. Observant – notices what needs to be done
12. Deals with health and safety issues first and promptly
13. Efficient
14. Knows the mission and priorities of the school and supports these in his/her work.

PERSONAL QUALITIES

1. Lively and enthusiastic
2. Clean and well-presented
3. Confident to deal with visitors
4. Confident to deal with contractors on site
5. Is willing to give generously to school life
6. Honest with integrity
7. Remains cool under pressure
7. Has high standards
8. Cheerful/respectful disposition

School Holidays

The Site Manager is required to work some of the school holidays. Personal holiday of 4 or 5 weeks (depending on length of service) has to be taken out of term time. Annual leave is calculated between 1st April-31st March.

Larger maintenance and decorating work is usually carried out during holidays. Contractors should be scheduled during these times where possible. Hours of work can be varied to fit

around the required jobs. Such work has to be arranged in accordance with the School Premises Development Plan and is subject to available finance.

Lone Working

The Site Manager is to observe the recommendations by the school regarding working alone in schools. Due care and attention should take place at all times and any emergencies or major incidents are to be reported to the Business Manager or Head Teacher as soon as possible.

Safeguarding responsibilities

- To understand the role and responsibilities of all staff in the safeguarding of children in the Federation and in providing a safe environment in which children can learn.
- To understand and meet the responsibilities as set out in Keeping Children Safe in Education 2019 Part One.
- To engage in and complete all training in regards to safeguarding and ensure school policy and practice is followed.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

This job description is subject to review by the Head Teacher in consultation with the post holder as appropriate to the changing needs of the school.

Signed (Post Holder): _____ Date: _____

Signed (Head Teacher): _____ Date: _____