



MILTON PARK

Primary School

Job Description for SITE MANAGER

Post: Site Manager
Salary and grade: Grade D (£28,696 - £31,572)
Hours: 37 hours per week, 52 weeks per year
Name:
Responsible to: Finance, Office & Operations Manager
Overall purpose:

- To manage the utilisation of the school premises and associated facilities for both educational and allied usage ensuring the premises are presented at all times in a clean, secure, safe and well-maintained state.
- To organise a school maintenance programme and monitor any associated budgets.
- Supervision, direction, development and recruitment of staff to include induction and training.

KEY ACCOUNTABILITIES

- To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place
- To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery
- To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work
- At the discretion of the Headteacher, such other activities as may from time to time be agreed consistent with the nature of the job described above
- To work with colleagues to achieve service plan objectives and targets
- To participate in Employee Development schemes, Performance Management and contribute to the identification of own team development needs
- To ensure the safety and wellbeing of all pupils in line with the school's safeguarding policy and KCSIE, reporting all concerns to a DSL using the appropriate means.

KEY RESPONSIBILITIES

- Management of site utilisation during times that facilities are required.
- Supervision of capital projects, from planning to completion, including liaison with all outside agencies and interested parties.
- Prioritise maintenance tasks and ensure timely completion of repairs.
- Oversee the upkeep of school grounds, including playgrounds and external equipment.
- Liaise with contractors to ensure work meets required standards.
- Coordinate complex projects and support the management of works.
- Supervision of the Site Team, organisation of continuous cover during the school session and for the duration of external hires, outside the normal school day.
- Organisation of plans and procedures for emergency situations and liaison with emergency services.
- Number two key holder on 24 hour emergency call after third party security company.
- Manage and monitor contractors to ensure compliance with health and safety regulations.
- Oversee the removal of rubbish.
- Oversight of general security and arrangements for locking and unlocking of all premises, responding to enquiries from individuals/visitors to the school.

- Monitor and ensure the recording of regular checks on fire alarms, extinguishers, intruder alarms, residual current devices and visual checks of electrical fittings.
- Ensure escape routes are clear, hazardous materials are safely stored, and COSHH regulations are followed.
- Keep the asbestos register up to date and ensure all contractors sign the register.
- Oversee the movement, reception and storage of furniture, equipment, supplies etc.
- Report in accordance with agreed procedures any trespass on the premises, damage from intruders and unauthorised parking of vehicles.
- Oversee building cleaning standards and/or frequencies to ensure that work is carried out in accordance with the school's specification and report findings.
- Keep the site accessible and safe for staff (for example, gritting during icy weather).
- Operate and monitor the heating plant and temporary heating equipment to, whenever possible, maintain appropriate temperatures.
- Carry out Risk Assessments and Audits for all areas of the site and for all working practices of the Site Team.
- Support and manage the recruitment, induction and training of new premises staff.
- Provide health and safety induction to all staff.

The school site manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Whilst the job description above endeavours to provide a clear outline of the duties of the post holder, additional appropriate responsibilities may be determined in light of the needs of the school and at the discretion of the Headteacher.

The job description will be reviewed annually to reflect or anticipate changes in the job requirements in response to the needs of the school.