

Job Description – Site Manager

Role Summary

- The post holder will be responsible for maintaining the exceptional standards held by the School in all aspects of Site and Grounds Management.
- To promote and safeguard the welfare of all children in the school.
- To act in compliance with GDPR principles in respecting the privacy of personal information held by the school.
- To comply with the principles of the Freedom of Information Act 2000 and GDPR in relation to the management of school records and information.
- To carry out all duties with full regard to the school's Equal Opportunities Policy, Staff Code of Conduct, Child Protection Policy and all other relevant Policies.
- To comply with the school's Health and Safety rules and regulations as well as with Health and Safety legislation.

Main Purpose

The Site Manager, under the direction of the School Business Manager, Executive Headteacher, Head of School and/or Assistant Headteacher, will be responsible for all aspects of site and premises management including a wide range of duties and responsibilities connected with the buildings and grounds of the school. This includes security, cleanliness, portering, monitoring contracts and contractors, routine maintenance and refurbishment and minor repairs.

To advise the School Business Manager on suggested improvements to the general school environment, to improve the productivity of site management and to carry out pre-planned maintenance programmes.

Specific Responsibilities

PREMISES MANAGEMENT:
• To monitor the day-to-day maintenance, repair and cleaning of the school. • In conjunction with the School Business Manager (SBM), to monitor the day-to-day maintenance and repair budget and the cleaning and hygiene materials budget. • To attend relevant governors' committee meetings and liaise with appropriate governors when required. • To advise on a rolling programme of redecoration/refurbishment. • To order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes, ensuring best value for money is received. • To work evenings and weekends, if required by Head of School; e.g. School Events, Lettings and Meetings (such as School Fairs and Governing Body Meetings).
GENERAL SITE DUTIES:
• To set and monitor the school heating and hot water systems. • To take and record energy readings on a monthly basis. • To ensure the school is kept clean and tidy and that the environment is safe and conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets are checked throughout the day for cleanliness and fresh supply of disposables, etc. • To take steps to keep the premises free from infestation from pests and vermin. • To ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards. • To ensure all school floors are kept clean and polished. • To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and health and safety regulations are met.

- To provide a portering and furniture moving service as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming. To ensure that routine maintenance service checks on all serviceable equipment are carried out, i.e. boilers, firefighting equipment, lightning conductors, etc. and results recorded.
- To ensure light bulbs, fluorescent tubes and starter switches, etc. are changed as necessary and fittings and shades are cleaned regularly.
- To organise PAT testing and keep accurate records.
- To undertake minor window cleaning as required.
- To collect and dispose of all waste, refuse and surplus materials.
- To clear up bodily fluids after accidents adhering to health & safety procedures.
- To carry out emergency cleaning as required.
- To ensure premises are free from hazards, safe and warm and secure for pupils, staff and visitors.

LETTINGS:

- To carry out letting duties as required, following agreed procedures to ensure that lettings can take place without disruption or delay.
- To set up rooms as required for lettings and take down afterwards
- To carry out checks to ensure that no damage is caused to school premises, furniture or equipment by school lets.

SECURITY:

- To be responsible for the security of the premises, liaising with the London Borough of Merton Security Team, Police and other emergency services as necessary.
- To be responsible for the unlocking and locking of the school as required.
- To ensure that the Cleaning Teams have a clear understanding of how to lock and secure the school at the beginning and end of the day i.e. all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly.
- To carry out regular checks on all perimeter fences, security devices, fire appliances, CCTV systems and alarms, ensuring that they are serviced by the approved contractors.
- To ensure that the fire call points, intruder alarms, emergency lighting and water systems (legionella) are tested weekly and results of testing, drills and evacuations recorded.
- To monitor, report and advise the SBM on all security matters.
- To be aware of all out-of-hours lettings and activities at the school and, in conjunction with the SBM, arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.
- To be a registered key-holder, ensure the security of the premises and undertake arrangements for associated call out duties, including evenings and weekends if necessary.
- To notify the authorities of any damage to the building (obtaining a crime reference number if necessary) and secure the building.
- To undertake Gate Duties and monitor on-site parking, reporting any issues to the School Business Manager as necessary.
- To be responsible for the security of the school site and buildings and their contents; patrolling the school, opening and locking of gates, doors and windows and ensuring that security systems are activated accordingly.

HEALTH AND SAFETY

- To ensure that the site and all it comprises remain a safe environment at all times.
- To be conversant and adhere to all Health & Safety Regulations including Control of Substance Hazardous to Health (C.O.S.H.H)/Manual Handling, Lone working etc.
- To ensure that the lighting, heating and other utilities are functioning appropriately and safely.
- To undertake and maintain a regular schedule of testing for emergency lighting, fire alarms, legionella and keep clear, accurate and up to date records of this activity.
- To ensure that the playground is safe and free from hazards.
- To ensure that all working practices comply with current legislation.

- To provide safe access to the school in the event of snow, ice or flooding.
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers, etc.
- To keep safety equipment inspections up to date and inspect pool/plant room for defects regularly.
- All duties to be carried out in compliance with the Health & Safety at Work Act, nationally and locally agreed codes of practice which are relevant and the school's Health & Safety Policy and procedures.

ADMINISTRATION

- To place orders, via the school office, for items of housekeeping ensuring stock levels are maintained.
- To order repairs and maintenance items in liaison with the School Business Manager.
- To maintain a log, of all inspections and checks carried out.
- To establish and maintain a list of repairs /improvements.
- To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept.
- To maintain all tools and equipment in good repair and arrange for the training on their safe use.
- To ensure mechanical equipment is inspected prior to each use.
- To ensure power tools are inspected before use and are PAT tested as required.
- To assist the School Business Manager with obtaining tenders and quotes.
- To carry out regular Health and Safety inspections and risk assessments
- To keep all statutory testing up to date and recorded

WORKING WITH OTHERS

- Build and maintain good, professional relationships with members of the school staff team, governors, children and families
- Liaise with the cleaning contractors.
- Liaise with any contractors who need to work on site.

GROUNDS MAINTENANCE

- To ensure that the following is completed, litter bins are emptied daily and that the site is kept clear of litter, debris and animal waste.
- To weed paths, paved areas and gutters as required.
- To snow grit all essential areas as required.
- To ensure that all playground areas and paths are free from hazards and that drains and gullies are free flowing and clean (report and take steps to deal with any blockages as soon as possible).
- To follow an agreed programme of maintenance for all outside areas and equipment, keeping records of when maintenance procedures are carried out to enable a timetable of works to be developed.
- To oversee the work of the grounds maintenance contractors if applicable.

SAFEGUARDING AND WELFARE

- To have due regard for safeguarding and promoting the welfare of children and young people, following the child protection procedures adopted by Merton and the school's Child Protection and Safeguarding policy.
- To be fully aware of and understand the duties and responsibilities arising from the Children and Families Act 2014 and Working Together 2023 in relation to child protection and safeguarding children and young people as this applies to the worker's role within the school.
- To read and understand part one of Keeping Children Safe in Education (KCSIE).
- To attend all safeguarding training as directed.
- To be fully aware of the principles of safeguarding as they apply to children in relation to the worker's role.
- To ensure that the Designated Safeguarding Lead (or another member of the Safeguarding Team) is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

ADDITIONAL DUTIES:
• All of the above points must be carried out in accordance with the agreement of the Head of School and the School Business Manager. • Undertake other duties that the School Business Manager or Head of School may reasonably ask.

Please note that this is an illustration of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Site Manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head of School or line manager.

Notes:

This job description may be amended at any time in consultation with stakeholders/post holder