

Job Description



This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	Site Manager	Post No	
Directorate	Solihull Metropolitan Borough Council		
School	St Augustine's Catholic Primary School, Whitefields Rd, B91 3NZ		
Salary Band/Range	Band C		
Responsible to	Head teacher		
DBS Check	Yes – Enhanced		
Hours	30 hours per week (7:15-8am & 12:45-6pm)		
1.	Job Purpose		
	<ul style="list-style-type: none"> To assist with the maintenance and development of an efficient school as necessary. To ensure good and effective management of the premise, to control and secure specified delegated areas of responsibility as detailed by the Head teacher in areas connected with the fabric and grounds of the school. To ensure cleanliness of the school premises (including supervision of school cleaners). To support the aims and ethos of the school and to work collaboratively with all members of the school staff. 		
2.	Key Responsibilities		
	2.1	Main Duties	
		<p>General</p> <ul style="list-style-type: none"> Report regularly to the Headteacher to determine priorities and report on difficulties associated with maintenance of the school. To understand and comply with the general and specific responsibilities or duties imposed by the Health and Safety at Work Act and COSHH regulations 1988. <p>Security</p> <p>Assume responsibility for the security of the school premises ensuring that access is maintained when required to include:</p> <ul style="list-style-type: none"> All appropriate gates, windows, doors, fire escapes are to be open/closed. Burglar alarms where fitted are appropriately set for the purposes of school use, cleaning, maintenance services, letting of school premises, emergency services etc. Ensure the proper operation and function of all alarms, fire equipment, emergency exits and entrances and ensure that the fire fighting equipment provided is actually in place and visually in good order, and completing all relevant paperwork promptly. Also ensure that equipment, subject to a maintenance contract, is serviced in line with the terms and conditions of the contract. Check that all TV and video equipment, recorders, computers etc are secure away each evening. Check that laptops, are secured in the trolley each evening. Store such equipment left out in a secure place and report accordingly to the Head Teacher. Report to the Head teacher, Police and LA as necessary on acts of vandalism, and call emergency services when appropriate. Ensure good site supervision to minimise trespass on the school premises or grounds in accordance with agreed procedures. 	

- To be responsible for the CCTV system, ensuring that it remains functional.
- Open the school on arrival at agreed times, including all appropriate gates, windows, doors, fire doors, and switching the burglar alarm on and off, for the purpose of school use, cleaning, maintenance, out of school functions, and emergency service.
- Close the school on departure at agreed times ensuring that all appropriate gates, windows, doors and fire doors are closed and locked and that the burglar alarm is activated.
- Being contactable in an emergency outside of working hours, including evenings and weekends.

Heating

Assume responsibility when necessary for the heating of the premise ensuring that a satisfactory temperature is maintained when required.

- Check and control system functions.
- Report all defects to a heating engineer.
- Keep boiler house clean and tidy.

Emergencies

Assume responsibility for emergency situations, ensuring that all matters are dealt with in an effective and efficient manner, to include:

- Ensure access, assist as necessary and secure premise for all emergency services.
- Deal with or arrange to be dealt with, all electrical and gas emergencies, make safe by initially switching off supply.
- Dealing with or arranging to be dealt with all bursts, leaks, flooding, fires, breakages as appropriate.
- Deal with spillages, ill health, accidents etc. as necessary.

General Maintenance

- Assume responsibility for arranging necessary repairs, alterations etc., when approved and as directed by the Head teacher or his/her delegated officer.
- Assume responsibility for the scheduling of maintenance and other works in progress on site, monitoring the progress of the work and reporting to the Head Teacher, as necessary.
- Responsibility for basic tools and equipment, including their maintenance.
- Alert the Headteacher of any repairs or maintenance work required at the school which are outside the range of duties of the Site Manager.
- Direct workmen and contractors to the site of repair and maintenance work, and informing them of Fire exits / H&S issues.

Internal Maintenance

- Report all defects which require specialist repair in areas of responsibility.
- Regularly inspect electrical fittings and report defects. Replace lamps, domestic fuses and synchronise clocks and time switches, as required.
- Ordering and taking delivery of materials/supplies and ensure that an adequate supply of all hygiene materials is available at all times. Movement of these to various parts of the building, as necessary.
- Regularly inspect the condition of the fabric of the building, in particular all plumbing installations, reporting or repairing defects as necessary.
- Inspect contracted services e.g. school cleaning, tenant repairs etc., to ensure that the proper completion of intended works to a satisfactory standard, reporting as necessary to the Head teacher.
- Check daily to ensure that all toilets seats, cisterns, toilet door locks and frames are in full working order and then report and repair defects as appropriate.
- Keep the main reception area clear at all times.
- Clean up any spillages.
- Cleaning of grease traps, clearing of drains and other blockages, as required.
- Ensuring water hygiene is maintained by undertaking regular monitoring and checks (re: legionella).
- Putting up shelving/boards, as required.
- Assemble new furniture, as required.
- Paint areas in need of improving to maintain a high standard in all areas.

External Maintenance

- Maintain cleanliness and general tidiness of all external hard areas, empty litter bins as necessary and maintain waste receptacles/area to a satisfactory standard.
- Ensure that all drains, gutters and gullies operate effectively and healthily.
- Remove/obscure all graffiti as required by the Head teacher.
- Clean leaves, snow, ice, moss and detritus, as appropriate, including treatment of surfaces with salt etc.
- Inspect outside fabric of the school and all fences, gates, walls, steps, lights etc., reporting/repairing defects as appropriate.
- Inspect contracted services e.g. grounds maintenance etc., to ensure proper completion of intended work to a satisfactory quality standard, reporting as required to the Head Teacher.
- Inspect all outside areas for dangerous materials and remove as appropriate, including cleaning up external spillage.
- Empty external bins, remove litter from around the grounds and ensure the recycling bins are not too heavy.

Energy Conservation

- To assist with energy conservation within the premises to ensure good practices are adopted at all times. In conjunction with the Headteacher implement all agreed policies developed locally or by the L.A. Energy Conservation Officer. This includes ensuring that the outside security lights are timed efficiently to ensure that they are not on when it is light.
- To read, record, analyse and report monthly to the Office Manager all service meter e.g. gas, electric, water usage. Add information onto 'Every' system.

Cleaning

- Ensure proper completion of cleaning on a daily basis (offices, entrance area, photocopier room, disabled toilet and staff toilets) and deep clean over the summer holidays to the required quality standard and promptly report any issues to the Head Teacher, ensuring the school is presentable at all times.
- Advising the Head Teacher as and when required on the type of maintenance necessary, the cleaning materials, methods, equipment and manpower required by the school.
- To provide supervision of the school cleaners. The post holder will be responsible for directing the activities of cleaning staff who then will be able to complete the work efficiently in the school through good organisation and communication by the role holder. Monitor and assess work of contract cleaners and engage in the performance management process.
- To be responsible for cleaning of spillages and soiling from children as necessary.
- Maintain cleaning material stock levels, ordering and receipt of supplies, as required.
- To be responsible for cleaning and buffing the school hall each week.

Lettings

- Assume responsibility for the lettings of school premises, ensuring that the maximum income is generated for the school and hirers requirements are adequately met, i.e. access and egress, temperature, security etc.
- To be responsible for the preparation of the school premises for after school activities and following the instructions of the Head teacher in relation to the requirements for other school events such as; parents' evening, parent induction meetings, masses, productions, assemblies etc.

Health & Safety

- Assist with the development, implementation and maintenance of Health and Safety at Work Act 1974 procedures with particular regard to the use of machinery and equipment used for cleaning schools.
- To understand and comply with the general and specific responsibilities or duties imposed by the Health and Safety at Work Act 1974 and COSHH regulations 1988.
- To carry out a weekly/ monthly / termly and annual Health & Safety checks with the Head Teacher/Governing body.
- To complete Health & Safety Risk Assessments.

	Other Duties
	<ul style="list-style-type: none"> • Ensure a Fire Drill is completed termly and that a weekly test of the fire alarm system is carried out and the log kept up-to date. • To ensure the school has sufficient stock of consumables as required and the ordering and receipt of all supplies. Order replacement stock in line with Site Manager's agreed budget, in regular consultation with the Office Manager. • To advise the Office Manager on budget needs each year for the essential maintenance of the school and suggest improvements and look for cost savings where possible. • Reporting regularly to the Head Teacher to determine priorities of work and on any difficulties in achieving these. • To liaise, as required, with Contractor's Project Manager and Head Teacher during the process of any building projects. • Carry out other duties to the grade of the post as may be delegated by senior staff within school.
2.2	People
	Responsibility for managing the cleaners that are on site each evening and over holiday periods.
2.3	Safeguarding
	The school is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with. The post holder must read and understand the most up to date Part 1 of Keeping Children Safe in Education, signing to state that this has been carried out. Post holder to complete linked Safeguarding assessment.
2.4	Financial
	Responsibility for a small school budget for janitorial materials, working in collaboration with the Office Manager or Head Teacher. Any major repairs or equipment purchases will be subject to quotation or tender submission.
2.5	Buildings & Equipment
	Liaison with contractors and responsible for the security of the school buildings out of school hours.
2.6	Health & Safety
	The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the School's Health and Safety policies. Responsible for maintaining all school Risk Assessments relating to the school buildings and grounds. Complete Health & Safety training, as required.
2.7	Policies & Procedures
	The post holder will be accountable for ensuring that he/she is aware of relevant School and MAC policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
3.	Other Conditions
3.1	Mobility
	Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer or support another school within the MAC.

	3.2	Equal Opportunities
		St Augustine's and the MAC is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
	3.3	Variations to Job Descriptions
		Due to changing customer demands, duties and responsibilities are likely to vary from time to time. St Augustine's and the MAC therefore retain the right to amend job descriptions to reflect changing requirements.
	3.4	Training and Development
		St Augustine's and the MAC is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
Compiled/Reviewed by		Mrs J Foley – Head Teacher
Date		Academic year 2026-27
Name		
Signature		