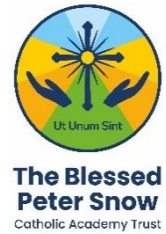




# St Mary's Catholic Primary Academy

*Reflecting the love and faith of Mary in all that we do.*



## Job Description

### **Site Manager**

Salary: £28,598-£31,022 (Scale 5 Pt 12-17)

Start Date: As soon as possible

Permanent, Full Time Position

Hours: 37 hours per week

Holidays: 29 days a year

Responsible to: The Academy Trust, Headteacher, Senior Office Administrator

#### **Purpose of Job:**

To ensure that the site and its building are operated and cleaned on a day to day basis to the standards required by the Trust, the Headteacher and in compliance with all Health and Safety Legislation.

As a key member of Staff, contribute to the School's management processes through interactions with colleagues, parents and pupils.

St Mary's Catholic Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

This job description is not definitive of the post, duties may vary within this framework in line with its general character and level of responsibility entailed. This document does not permit every item to be specified in detail, nor does it direct the particular amount of time to be spent on carrying them out.

#### **General Principles:**

The Site Manager will be responsible to: a) The Academy Trust b) the Headteacher c) The Senior Office Administrator

The Headteacher will be responsible for monitoring the Site Manager's overall performance in the role, including their maintenance of the site, approval of the purchase of any resources needed and quality of work produced.

The Senior Office Administrator will work alongside the Site Manager to ensure that effective processes are put in place so that the Senior Office Administrator is able to reconcile all paperwork. All communication between themselves, the Site Manager and any contractors or outside agencies will happen in a timely and effective manner.

The Site Manager will have oversight of: a) Cleaning Team b) Contractors on site

The Site Manager is responsible for ensuring that the premises and grounds of the school are maintained at what, in the Academy Trust's opinion, is the highest possible level of cleanliness and appearance. The Site Manager will be expected to take such initiatives as may be required to achieve this, including regular close inspection of the buildings.

The Site Manager is expected to be a fully participating member of the St Mary's Catholic Primary Academy Community, and support the children and staff of the school in events and activities within the school as appropriate.

The Site Manager is responsible either for personally carrying out the duties below, or to liaise with the line manager regarding major works.

#### **Main activities and responsibilities:**

The Site Manager must ensure attendance on site throughout his/her period of duty. The office staff should know his/her whereabouts and he/she must be easily contactable.

The Site Manager is responsible for carrying out the duties below:

#### **Training**

- To undertake training/courses as appropriate to carry out caretaking duties in a safe and efficient manner.

- Attend all appropriate Health and Safety training needed

### ***Management and Administration***

- Be responsible for planning and managing a maintenance schedule in consultation with the Headteacher
- Attend monthly maintenance meetings, led by the Headteacher and/or the Chief Operating Officer from the Academy Trust, to update on any on-going maintenance tasks and identify areas of the site which require further attention or development.
- Respond to all reasonable requests as made by the Headteacher
- Submit and follow up maintenance requisitions, only ordering materials within budget guidelines
- Working alongside the Headteacher, to prepare works specifications, tender documentation, and bids for funding, as required to support project works
- Maintain records of utilities, meter readings, health and safety, and all other scheduled maintenance checks etc.
- Liaise with contractors and other professionals as directed by the Headteacher and the Trust
- In conjunction with members of the management team, devise and maintain records in relation to Health & Safety, risk assessments and policies.

### ***Health and Safety***

- To carry out regular Health and Safety checks
- Ensure that all work/cleaning schedules are completed by cleaning staff and is done with due regard to the Health and Safety Policies and Regulations
- In conjunction with a member of the Academy Council and the Headteacher, regularly carry out a risk assessment of the site and keep appropriate records
- Carry out regular Emergency Evacuation Practices and keep appropriate records
- Carry out accident investigation and emergency action. Liaise with the appropriate staff to deal with emergency situations in accordance with the schools' Health and Safety Policy
- Test the fire alarm system weekly, ensuring that any defects are dealt with and keep appropriate records
- Ensure that all escape routes and potentially hazardous areas are kept free from obstruction
- Ensure that all fire-fighting equipment is located, tested and results recorded, as regulations require
- Ensure that inflammable materials for use around the site are safely stored and advice is given on the storage of combustible materials
- Ensure that dangerous substances and equipment are used and stored safely, in accordance with COSHH regulations
- Inform the Headteacher of any changes that are required to the COSHH inventory
- Checking and maintaining the playground areas and outdoor equipment
- Organising removal of rubbish from the site as and when necessary
- Ensure appropriate Legionella checks are carried out and recorded.
- Keep the asbestos register up-to-date and ensure that all contractors sign the register.

## **Security**

- As the key holder, to attend to all matters relating to the alarm system and key holder information. Opening and closing the school each day; disarming the alarm system; securing the school, including windows, exit doors and gates; re-arming the alarm system
- In partnership with all other members of staff, maintain the security of the school site by being vigilant re: strangers, and reporting any concerns to the Headteacher. Ensure that the Office staff are aware of persons working on the site
- To be the first key holder and respond to emergencies out of school hours.
- Key-cutting control as directed by the Headteacher.

## **Services, Maintenance and Repairs**

- Oversee, with Headteacher and members of the governing body, the maintenance and development of the school site, buildings and utilities
- In the event of snow, frost or minor flooding or similar situations, ensure access to at entrances to the school and to the kitchen is provided
- Ensure maintenance, repairs and inspections of equipment are conducted in accordance with School Health and Safety regulations
- Ensure the correct signs are on display e.g. exit, first aid signs, etc
- Ensure that the premises are adequately heated and lit, appropriate to conditions. Take the necessary steps to ensure the most efficient operation and use of the lighting and heating of the premises including maintenance and operation of the plant reporting breakdowns and requesting repairs where required.
- Undertake duties covering maintenance items and emergency repairs as agreed with the Headteacher and the Trust, contacting and engaging contractors etc. for tasks requiring specialist skills and keeping relevant records
- Undertake external and internal redecoration to an agreed programme, including during the school holidays
- Ensure replacement of fluorescent tubes, bulbs, shades, diffusers, starters etc. as required, and using appropriate access equipment. Replace fuses up to a 30 amp maximum.
- Some additional grounds work, over and above that which is carried out by the grounds maintenance contractors. Grounds maintenance activities (as appropriate to training and equipment) for example litter picking and weedkilling.
- To ensure that playgrounds, paths and driveways are in a satisfactory condition, clear any snow and large puddles. Use salt on pathways when needed
- Deal with the results of vandalism, advising the Headteacher on any necessary preventative measures or repair work.
- Remove any graffiti where possible from all areas.
- General supervision of the playgrounds and open areas surrounding the premises
- Weed flower beds and remove any weeds from pathways
- Paint classroom and corridor areas in school to ensure the school is well presented.

### ***Supervision of Staff / Contractors***

- Complete minor repairs and works in consultation with the Headteacher. Arrange for skilled works to be completed by contractors with assistance from the Trust.
- Act as Liaison Officer with Contractors and the School or external agencies as appropriate, regarding access to the site.
- To act as Liaison Officer with the contractors whilst they are on site, monitoring the progress of the work and assisting the Headteacher or other appropriate manager in ensuring that work is carried out to the required standard, as appropriate.
- Presents a positive image of themselves and the School by ensuring that Customers receive a courteous and professional service to meet their needs. This includes explaining when things are not possible giving reasons and suggesting alternatives.
- Liaise with and ensure that staff / contractors work within Health and Safety legislation ensuring safety of all persons using the school premises
- Report any problems / concerns about the work of the staff / contractors on site to the Headteacher.
- Ensure all contractors have the necessary certification as required by the Academy Trust and School policy.
- Ensure all contractors complete and follow the necessary risk assessments as required by the LA and Academy Trust.
- Ensure all contractors have suitable DBS clearance.

### ***Cleaning and Hygiene***

- To organise cleaning and maintenance rotas including holiday working to consider school being ready for use by classes and staff during term time & arranging additional cleaning that is not covered by the cleaners employed by the schools. E.g. window cleaning
- To cover cleaning duties as necessary should a member of the cleaning staff be absent
- Perform occasional non-routine cleaning tasks as and when required e.g., graffiti, window blinds, shampoo carpets, internal windows of outer walls, internal and external surfaces of outer doors and partitions in entrance areas.
- Dispose of rubbish and ensure unimpeded access for refuse collectors to enable bins and containers to be emptied without hazard or hindrance. Responsibility for the collection and storage of yellow bagged clinical waste to a designated safe area and arrange for disposal through the authorised school representative.
- To oversee the standard of cleaning throughout the buildings & maintain items such as washing all cleaning buckets, dustpans and brushes each week. Also disinfect cloths and mops etc and replace them when necessary & to cover essential cleaning duties in the event of staff absence
- To attend to emergencies during the day and clean areas, e.g. floods, spillages, sickness, etc.
- To ensure that all cleaning materials and paper supplies for the toilets are ordered are always available.
- To ensure that classrooms, toilets and central areas within school are continuously stocked with tissues, paper towels and hand soap
- To ensure prevention/ removal of vermin in consultation with external agencies if appropriate

- To carry out high level cleaning including light fittings, shades etc using appropriate access equipment
- Clean the school hall twice a week, polish each half term, strip and varnish each summer holiday.

**Porterage**

- Move deliveries, furniture and equipment as necessary / required in accordance with the principles of manual handling, sometimes with the help of mechanical aids e.g. trolley
- During work hours, put out / put away apparatus, staging and equipment as required, according to the weekly timetable (e.g. assembly, performances, PE, meetings etc.)
- To organise and assist in the movement of furniture and fittings in support of cleaning and in relocating furniture and fittings to enable individually specified activities to take place during normal building hours as required.

A detailed description of the many tasks that a Site Manager could be asked to do is prohibitive. Many of the tasks are subject to negotiation between the Site Manager and the Headteacher.