



## Stanley Park Junior School

### Job Description: Site Manager

<b>Salary Scale:</b>	<b>6/SO1</b>
<b>Responsible to:</b>	<b>School Business Manager</b>
<b>Responsible for:</b>	<b>Cleaning Staff (3)</b>

#### **Main Purpose of Job**

To be responsible for ensuring the buildings and grounds are maintained to a high standard in order to support the teaching and learning in the school. This will include security, health and safety, cleanliness, portorage, routine maintenance, refurbishment and repairs.

To obtain quotes/tenders to ensure best value; ensuring that the day to day running and maintenance of the premises is efficient and avoids waste. To report on, arrange and oversee any alterations, redecoration, building and maintenance contracts and specialised repair work, and keep up to date records of all work needed or already carried out. This will include directing contractors, explaining repair needs and inspecting completed work.

#### **Main Duties**

##### **Security**

- To be a registered school key holder and be first on the call-out list when emergencies arise and to maintain relationships with outside emergency services.
- To liaise with the out of hours key holding service and or the police, investigating the causes of alarm activations as required
- To be responsible for the maintenance of security on the site and within the buildings, including contents.
- To be responsible for the daily opening and closing of the premises; ensuring that all boundary gates and doors are opened and locked at appropriate times, including occasional evenings. Set the security alarms at the end of each day.
- To ensure all security cupboards and windows are secured at the end of the day and all appliances are switched off.
- To check all perimeter fences, security devices, fire alarms and appliances regularly in line with school policy.
- To ensure the maintenance and testing of the fire and intruder alarms, and ensure annual inspection of fire prevention equipment.
- To take all reasonable steps to prevent trespass, theft and unauthorised parking.

- To complete a 15 minute gate duty each morning to safeguard pupils and prevent unauthorised adults entering the building unnoticed.
- To monitor, and report to the School Business Manager on all security matters.

### **Site Maintenance**

- Using Microsoft Word and Excel and referring to the School Development Plan, to produce and publish a rolling programme of redecoration/refurbishment.
- To use skills to effect minor repairs as required; ensuring that the whole site, including the grounds are maintained in a satisfactory condition. This includes:
  - a) Carrying out handyperson duties and repairs where possible, including repairs to furniture, fixture and fittings.
  - b) Carrying out minor decorating and paint repair tasks.
  - c) Ensuring that light bulbs, tubes starter switches are replaced as required.
  - d) Recording, investigating and reporting all repairs requiring specialist work (eg electrical)
  - e) Keeping entrances, car park areas and playground edges weed free and trimming shrubs and trees.
  - f) Liaising with the school gardener to ensure the Green Zone and flower borders are well maintained.
- To produce risk assessments and keep them up to date
- To conduct termly inspections of the whole premises and grounds with the School Business Manager to advise on maintenance and health & safety issues and to attend the Premises Committee of the Governing Body to report progress and targets identified.
- To carry out regular checks and maintenance of drains and gullies to ensure they are free flowing and clear.
- To undertake seasonal duties as they arise, e.g. snow clearance, sweeping leaves, clearing gutters and storm debris etc.
- To programming bells and heating times effectively.

### **Refurbishment/Development Work**

- To obtain quotes from external contractors.
- To work alongside the School Business manager to prepare documentation for tender documents for large projects and specifications of small to medium projects.
- To monitor the quality of contracted work having regard to Health and Safety issues regarding contractors.
- To identify issues and report these to the School Business Manager.

### **Health and safety**

- To report immediately to the School Business Manager / Headteacher any accident, dangerous occurrence or practice, or threat to health and safety.
- To provide safe access in the event of snow, ice or flooding.

- To undertake the annual PAT check of electrical equipment within the school and keep suitable records. (Training provided)
- To undertake general assistance to staff, including portering (e.g. moving furniture and equipment, setting up for Parents Evenings, School Productions etc.).
- To log, investigate and take suitable action on any complaint about security, cleaning, heating, repairs or maintenance, reported by staff or others.
- To be qualified to IOSH standard and to undertake refresher courses to ensure the qualification is current. To attend other job related training or courses as required.
- To maintain a log of all inspections and checks carried out ensuring that the school is compliant with all current health and safety regulations.
- 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 of members of your team on their safe use.
- To ensure mechanical equipment is inspected prior to each use, cleaned and topped up with oil as necessary
- To ensure power tools are inspected before use and passed 'fit for use'
- To be contactable via a school-owned mobile phone at all times whilst at work.

### **Cleaning**

- To oversee the performance of the cleaning staff and hold a termly meeting with the team to discuss current practice, training needs and any staff concerns. To share the outcome of these meetings with the School Business Manager and/or headteacher.
- To undertake daily cleaning duties in designated areas of the school, both internally and in the school grounds and ensure that all areas are swept regularly.
- To carry out emergency cleaning when required.
- To clear up when pupils have been sick in school or in the playground.
- To do a daily litter pick around site, to collect and dispose of all waste, refuse and surplus materials and ensure that playground litter bins are emptied as required.
- To do daily checks of playground to ensure it is clear of fox excrement.
- To put out bins on relevant days for collection.
- To support the school's ethos of recycling.
- To ensure that toilets and sink areas are ready for use and that the soap, toilet rolls and paper towels are replenished as necessary.
- To order cleaning supplies, using the school ordering system and ensure stock levels are maintained.

### **Monitoring**

- To keep up to date meter reading records, monitor and report on the use of all services (water, gas, electricity etc), in order to reduce wastage and control costs.
- To monitor, operate, adjust and maintain all heating plants to ensure economic use which provides a comfortable level of heating throughout the premises.
- To set frost controls and minimize the heating, lighting and water use during school closure periods.

## Lettings

- To liaise with the School Business Manager over lettings and bookings of the premises and to ensure there are no clashes of dates with hirers.
- To keep the booking form folder up to date.
- To meet with new long-term hirers before the first letting and each party let, to issue keys and directions for setting the alarms and issue Health and Safety instructions.
- To ensure that furniture, materials and equipment are provided as required in the lettings agreement and replaced afterwards.
- To be aware of all out-of-hours activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.
- To ensure that all areas are clean and clear of clutter before the let.
- To attend school out of hours should the hirers encounter a problem with the premises.

## Other

- To monitor in conjunction with the School Business Manager the day-to-day maintenance and repair budget and the cleaning materials budget.
- To transfer goods and materials delivered to appropriate locations around school.
- To collect and deliver letters/exam papers to the post office and other portering duties when required. (Mileage allowance will be paid)
- To set up the bain-marie and School Grid computer ready for lunch-time service each morning.
- To be flexible in working additional hours to cover parents' evenings and school performances and be flexible in returning to school early to set up the football nets as and when required.
- To carry out other duties of a similar nature from time to time as may be required by the School Business Manager / Headteacher.
- To act at all times in a professional manner to uphold the reputation of the school and abide by the staff code of conduct as detailed in the school's Routine Procedures
- To forge positive relationships with all stakeholders.

## **Supervision**

Received: School Business Manager / Headteacher

Given Cleaners (3)

Liaison Staff, Parents, Governors, Outside Contractors:

Job Description agreed on \_\_\_\_\_(date)

By Post Holder \_\_\_\_\_

Headteacher \_\_\_\_\_