

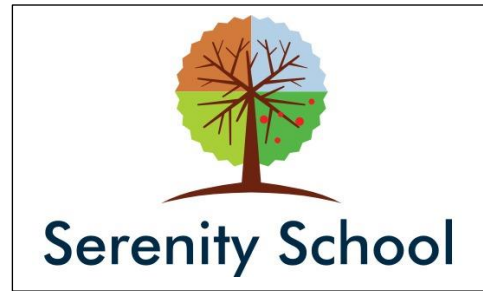
Job Description

Site Manager

Hours: 45.5 hours per week

Contract: Full Time, Permanent

Reports to: Head of Estates



Main Job purpose

To carry out a full range of duties to provide high standards of cleanliness, general security, and maintenance of the school premises.

This will be conducted under the general supervision of the School Business Manager (SBM), Estates Manager, and Headteacher.

Main responsibilities:

- As the main key holder, be responsible for the security of the school premises.
- Be responsible for locking and unlocking school premises outside of normal school hours and setting security alarm systems as required. Responding to security alarm or other call outs in accordance with agreed procedures.
- Be the main driver for the staff and student shuttle service that operates three return services a day during term time, as well as undertake other driving duties from time to time.
- Undertake and record regular checks on play equipment, legionella risk, alarm systems, ladders, and fire extinguishers and report any problems arising.
- Identify and report building, furniture, or fitting deficiencies to the SBM and Head teacher and to undertake any remedial action. This may involve arranging emergency repairs and obtaining quotes from contractors, where necessary.
- Undertake range of handyperson duties (i.e. those not requiring a qualified craftsman) as directed by the Head teacher, that contribute to the maintenance of the school premises (e.g. remedial painting and decorating, repairs to fittings and small-scale improvements, repairs to taps and cisterns, fitting shelves/ notice boards etc)
- Escort contractors to site of repairs and maintenance and monitor the safety of their working practices/quality of work.
- Monitor usage of fuel, electricity, water and take meter readings.
- Monitor, order, and take delivery of stores, goods and equipment including cleaning materials and arrange their safe storage and distribution as appropriate.
- Be responsible for general tidiness and safety of outside areas including:
 - Keep drains clear of obstructions.
 - Ensure safe pedestrian access at all times, including keeping paths and entrances clear of leaves and moss, as well as gritting and snow clearing during severe weather.
 - Treat car park and playground areas with salt/grit as appropriate
 - Ensure yard and steps are free from leaves, moss, and mud.
 - Keep signage clean and free from algae.
 - Check trees for broken/ overhanging branches that could pose a safety risk.
 - Maintain, if required, tubs and planters around school.

- Maintain staff and pupil toilet facilities ensuring they are in working order, ensuring appropriate supplies of consumables are available.
- Deal with blocked toilets and blocked drains.
- Set out/put away furniture for school events/breakfast clubs etc. and undertake general portering as required by the Head teacher.
- Make appropriate arrangements for the collection of school waste.
- Regularly clean designated areas of the school building and grounds according to instructions.
- Power wash classroom chairs/dining room chairs at least once per year.

Health and Safety

- Comply with the requirements of Health and Safety at Work regulations.
- Take reasonable care for the Health and Safety of yourself and others, including adherence to 'lone working' guidelines.
- Cooperate with the school to ensure that Health and Safety responsibilities are carried out.
- Perform duties in line with health and Safety and COSHH regulations and take action where hazards are identified, reporting serious hazards immediately to the Head teacher or other senior person.

Resources

- Use manual tools and power tools for appropriate repair and maintenance tasks. Cleaning equipment, including buffing machine, and cleaning chemicals, will be used on regular basis. Training will be arranged as necessary.
- Seek out new resources that will improve the cleanliness and enhance the school.
- Understand how to operate school alarm and CCTV systems. Training will be arranged as necessary.

Knowledge and Skills

- Willingness to undertake training, possibly off site and to attend meetings required to satisfactorily carry out the above requirements.

Supervision and Management

- The post holder will often be required to work without direct supervision i.e. during school holidays, following lone working guidelines as necessary.
- The post holder will be responsible for supervising and having oversight of the work of the cleaner(s).

Key contacts and relationships

- Daily contact with the Head teacher or other nominated staff.
- Build positive relationships with school staff, responding willingly to reasonable requests for assistance.
- Be prepared to be flexible, on occasions, to stay beyond designated finishing time in return for overtime payment or time off in lieu e.g. open days, concerts.

Some lifting is required. Routine cleaning may include the movement and handling of cleaning equipment, machinery, and school furniture.