



**Woodcot**  
**Primary School**  
TOGETHER WE LEARN AND GROW



**Gateway**  
Central Services

## **JOB DESCRIPTION**

### **Site Manager**

#### **POST HOLDER:**

**Reports to:** Headteacher (day-to-day direction)

**Line Manager:** Estates & Health and Safety Director

**Contracted Hours:** 30 - 37 hours per week - Negotiable  
44 – 52 weeks per year - Negotiable

#### **Main Purpose of the Role**

To undertake a range of site management duties to the agreed quality standards, including being responsible for day to day Health and safety, security, cleaning, portorage and maintenance of the school site and premise thereby ensuring a safe working environment and inspirational learning environment where all take pride in the site.

To carry out duties correctly and promptly and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for The Gateway Trust employees.

#### **Key Responsibilities:**

- In collaboration with Headteacher and Estates and Health and Safety Director, undertake risk assessment of security risks to the school (grounds, premises and contents) including vandalism/arson and day to day activities.
- As main keyholder, unlock/lock the school building as required and to be overall responsible for the security of the school premises, responding to security or fire alarm callouts as required.
- Monitoring of work carried out by the cleaning team and contractors.
- Oversee maintenance, security and facilities systems on school sites and premises.
- Contribute to the planning, development and monitoring of premises services, supervision of the cleaners and contractors.
- Manage fire safety equipment provision and scheduling of fire drills.
- Manage provision of alarm systems, CCTV or surveillance equipment where appropriate.
- Liaise with police, security and surveillance contractors.
- Oversee the activities of external contractors on-site and monitor and report on associated budgets.
- Make arrangements for effective response to emergency call out.
- Under the guidance of the Headteacher, provide support as required during key school events.

**Maintenance:**

- To undertake, as necessary a range of minor maintenance work.
- Manage routine maintenance, repair schedules and specialist repairs, taking into consideration planned maintenance schedules, condition surveys and the School Development Plan.
- Supervise maintenance contractors and undertake regular site inspections.
- Identify defects and record repair and maintenance requirements.
- Provide emergency access to the school site.
- Undertake specialist cleaning tasks.
- Undertake regular checks as required of equipment and resources.
- Assist in implementing the Trust's systems/procedures/policies for site management.
- Promote and ensure the health and safety of pupils, staff & visitors at all times.
- Provide specialist advice and guidance as required.
- Supervision of lettings including premises, building and projects etc.
- Oversee Health & Safety risk assessments and dissemination and compliance with the Trust's health and safety policies and procedures.

**Grounds Maintenance:**

- To be responsible for the removal of litter/rubbish from defined internal and external areas at the school and to carry out a daily litter pick of the grounds and to maintain the front entrance/visitors area to a high cleaning standard.
- To maintain the grounds, in an orderly state, including operating some grounds maintenance machinery e.g. strimming, weeding and hedge keeping and sweeping of paths, pruning and upkeep of garden areas.
- To clear pathways to give safe access, taking account particularly the main entrances to the site.
- To maintain external play areas and equipment in order for students to play on a daily basis.
- Providing safe and adequate access to the school during inclement weather, e.g. flooding or snow. To clear and salt paths and playground areas as and when necessary.
- To maintain drains and guttering as and when necessary and to ensure grids are kept clear from rubbish accumulation.
- Monitor pest control for the site and engage the services of a licensed contractor as necessary.

**Management and Health and Safety responsibilities:**

- Manage the cleaners and provide support as required.
- Liaise with outside contractors such as cleaning, catering and grounds maintenance.
- Participate in recruiting site and cleaning staff.
- Liaise between Estates and Health and Safety Director, Headteacher, support staff, and governors.
- Attend all appropriate meetings e.g. Site and Buildings or Health & Safety, as required.
- Assist with induction/appraisal/training/mentoring for cleaners.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school and trust.
- Ensure compliance by self and others with all health and safety policies, procedures and the safe use of equipment and materials.

- Ensure best value is achieved in premises related expenditure, including identifying and implementing efficiency savings.
- Be responsible for carrying out all Health and Safety inspections and checks as required, reporting deficiencies to the headteacher and Estates and Health & Safety Director.
- Be responsible for the management, reviewing and implementation of COSHH, Legionella, Fire and all other statutory compliance systems and regulations.

**Other duties:**

- In accordance with the provisions of the Health & Safety at Work Act 1974, to take reasonable care for the health and safety of yourself, colleagues and pupils who may be affected by your omissions at work, and to co-operate with the school so far as is necessary to enable the school to perform or comply with their duties under statutory health and safety provisions.
- To carry out any additional responsibilities as may be reasonably required by the Headteacher/Estates & Health and Safety Director within the purview of the post.
- To attend relevant meetings and participate in training opportunities and professional development as appropriate.
- Site maintenance activities will require some outdoors work in adverse weather conditions, including the provision of safe access to school buildings when snow or ice problems occur.
- Cleaning and maintenance duties will involve dealing with blocked drains and toilets and the clearance of vomit and other excretions. Protective clothing will be provided.
- Some duties will involve work alone, early mornings and unsociable hours on site, e.g. when dealing with lettings.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them that is not specified in this job description.

Individuals have a responsibility to promote and safeguard the welfare of children and young persons that they are responsible for or come into contact with.