



**LIGHTHOUSE**  
MULTI ACADEMY TRUST

## Job Description

### Site and Safety Manager

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| <b>Reporting to:</b>  | Headteacher  |
| <b>Liaising with:</b> | SLT, Office Team, Academy Business Partner, Trust Central Team and external contractors. |
| <b>Grade/Salary:</b>  | Grade 6 SCp 15-23 - £30,024 - £34,434 per annum  |
| <b>Hours of work:</b> | 37 hours per week, all year round  |
| <b>Location:</b>      | St James Academy, WS9 9JP  |

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#### Core Purpose:

To provide efficient and effective caretaking support to the site including ensuring the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards and to check that heating systems are operational.

The post holder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.

To co-ordinate the formulation, monitoring and implementation of the school's Health & Safety policies. To ensure that the school complies with the requirements of legislation and to act as the school's Health and Safety Officer and Fire Officer.

#### Specific areas of responsibility and key tasks:

##### Security

- To be responsible for maintaining the security of the premises and its contents in accordance with the site's current requirements. Opening and locking up of the site including lights and internal doors. Be aware of who is on site at all times and ensure that all doors and windows are secured in unoccupied areas.
- Closing and securing the premise after evening meetings.
- Joinery - First line maintenance of fixtures and fittings, examples: tightening screws on window hinges,
- maintenance on door handles, minor repairs as a temporary measure after break-ins, vandalism, etc.
- Glazing – Remedial action after break-ins, for example: boarding up broken windows.



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- Respond to any alarm call outs as necessary.
- Responding to, and resetting of the alarm, liaising with the police and alarm company.
- Checking and securing the school premises after out of hours intruder alarm activation.

### Heating and Lighting

- To ensure heating plant and equipment is in operation and report defects and malfunctions to the appropriate person / heating engineer.
- To clean light fittings and to test lighting systems weekly replacing where necessary minor parts such as tubes, bulbs, fuses starters and diffusers, in accordance with safe working practices.
- Work at high level (e.g. in Multipurpose Hall, Dining Rooms, Stair Wells, etc. must be carried out with a safe system of work)

### Cleaning/Maintenance

- To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, and clean up spillages as required.
- To ensure that gullies, drains etc, are kept free from debris and that the site and grounds are litter free.
- To be responsible for ensuring clear and safe pedestrian access to the site particularly in adverse weather conditions (e.g. clearing snow, gritting, etc.).
- To dispose of waste materials in a safe, hygienic manner ensuring that it is available for collection as required.
- Painting and decorating – as required.
- Plumbing – Unblocking sinks, traps and waste pipes. Adjustment and re-washing of taps.
- Maintain cleanliness of internal and external areas of premises ensuring that the premises and furnishings are cleaned in accordance with the department's established cleaning schedules.
- Ensuring that cleaning work is carried out to the recognised satisfactory standard and at the frequencies laid down by the employing authority and ensuring that all work is carried out safely.
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### Porterage

The porterage service will depend largely on the needs of the site and the contracted hours of the caretaker/cleaner-in-charge and will include:

- Receive, store and distribute goods delivered.
- Assist with unloading.
- Taking delivery of stores, materials and other goods and safely storing.
- To undertake porterage tasks as required including setting up and clearing away furniture.

### Supervision (Where applicable)

- To supervise school cleaners. To ensure adequate cover in the event of holiday or sickness absence.
- Ensuring that cleaning work is carried out to the recognised satisfactory standard and at the frequencies laid down by the employing authority and ensuring that all work is carried out safely.

### Tenders and Contractors

- To report emergencies in the case of faults with gas, electric and water supply to the Office Manager, and Head Teacher or where not immediately available technical services or regular contractors, and report minor faults on site to the Office Manager and the Head Teacher.
- To attend to where necessary, personnel visiting the site, such as contractors.



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- Arrange for contractors to attend site as directed, making sure, before arranging dates with contractors, that the work to be carried out will not disturb normal running of the school.
- Liaise with contractors attending site, being aware of their impact on those using the premises.
- Check regularly on progress and ensure any paperwork is correctly signed off and forwarded.
- To prepare appropriate documentation under the direction of the Head Teacher consulting with LA representatives, where necessary, in connection with quotations relating to premise matters for the supply of goods and services or tenders for goods and services.

### Stores / Equipment

- To control the provision and replenish toiletry items, including requisition, storage and distribution of such items.
- To monitor stock levels of consumable items such as fuel, grit, toiletries, light bulbs / tubes and arrange to replenish supplies in accordance with current procedures.
- To maintain appropriate records including intruder alarm logbook, repair orders, and heating system records book, carry out meter readings.
- Dispatching goods, materials, etc. Ensuring that adequate supplies of fuel and cleaning materials are available.
- Ensuring that caretaking and cleaning equipment used by the caretaker is in safe working order.

### Lettings

- Undertaking letting duties of premises and associated facilities during weekdays and weekends in accordance
- with locally applied flexible working arrangements. Duties may include promoting the use of the site facilities
- and ensuring that agreed user requirements for the hire of facilities, are fully satisfied.
- To be the point of contact for a named Trust school to facilitate the opening and closing in case of illness.

### Health and Safety

- To establish and implement a system for reporting hazards within school.
- To be responsible for H&S at the school and to attend appropriate 'Health and Safety' training courses when requested.
- To ensure Personal Protective Equipment (PPE) is used wherever there are risks to Health and Safety that cannot be adequately controlled in other ways
- When on site ensure that areas involved with "sickness" are cleaned immediately and disinfected within a reasonable time scale and ensure that cleaning staff are aware of carrying out deep cleaning.
- Ensure that all equipment and machinery is in a safe working condition and properly stored when not in use reporting any concerns about the condition of equipment to the Head Teacher or School business manager as quickly as possible.
- Create and maintain a COSHH assessment file, and when purchasing materials ensure that the manufacturer or supplier submits a safety data sheet.
- To ensure that assessments of all chemicals are requested and recommend safer alternatives as necessary
- To manage the control, monitoring, ordering and safe storage of cleaning materials and supplies as necessary
- Act as the designated School Asbestos Management Officer and be responsible for staff asbestos training and awareness
- Ensure that the asbestos register is kept up to date and that all contractors are asked to review and sign before undertaking any duties.
- To carry out an annual inspection of the site and report any changes in the conditions where asbestos has been identified to exist.
- To check water temperatures and make records on a weekly basis ensuring that all legionella assessments are up to date



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- To test and record fire alarm systems and emergency lighting on a weekly basis.
- To be responsible for the production of the school's Fire Evacuation Plan and managing the termly fire drills
- To undergo training in relation to Fire Warden Responsibilities, including examination, safe use and inspection of fire equipment.
- To identify and carry out first line minor repairs and maintenance where requested.
- To carry out snow clearing and gritting to ensure essential pathways are safe to use
- To keep school grounds and premises litter free, ensuring any hazardous materials or items are disposed of safely.
- To oversee the contractual maintenance of the boiler and heating systems to ensure satisfactory operation, as well as carrying out daily checks
- To maintain Risk Assessments and ensure they are kept up to date, making certain that all staff have signed to say they have seen, read and understood said Risk Assessments as required.

### Assessments:

- To act on the Building Assessment which would include electrical and mechanical issues. Acting on reports issued from external contractors, the Site Manager would prioritise areas within the site that had been identified for works.
- To carry out a risk assessment of the building(s) and grounds on a weekly basis, identifying areas that could potentially cause risk or accident and establishing a record of these checks and the resolution of any problems.
- To draw to the attention of the Head Teacher/School Business Manager any repairs or maintenance work required at the site.

### Grounds Maintenance:

- To ensure that external litter bins are emptied daily and that the site is kept clear of litter and animal Excrement.
- Weeding of paths daily/weekly/as required, paved areas and gutters etc. as required. Snow clearing and gritting of all essential paths as required.
- Ensuring that all hard playing areas and paths are free from hazards and that all drains and gullies are free flowing and clean.
- Reporting any blockages to the Head Teacher /Office Manager as appropriate.
- To follow the maintenance programme for all outside areas and equipment, keeping records of when these
- maintenance procedures are carried out to enable a timetable of work to be developed
- To oversee the work of the Grounds Maintenance either personally or through a contractor.
- To assist the Office Manager and Academy Business Partner in keeping the Asset Management Register up to date.

### Heating Systems:

- Inspection of Boiler twice daily to ensure boiler equipment is in sound working order.
- The cleaning of all heater filters before the commencement of the heating season where required.
- Taking readings of electricity, gas and water meters on a weekly basis, reporting exceptional variances

### Training:



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- Will undertake relevant training to ensure skills and requirements of the role are up to date.
- Attend all relevant health and safety training and be responsible for cascading, delivering and recording of training to designated staff

### General:

- Assisting with the maintenance of health and safety standards in the working environment including undertaking risk assessments as appropriate.
- Promoting and enforcing the Trust's Health and Safety policy.
- Promoting and enforcing the Trust's Equal Opportunities policy.
- Any other duties commensurate with the nature and grading of the post.
- The post holder must promote and safeguard the welfare of the children and young people that come into contact with.
- The post holder must comply with all school policies and processes, including, but not limited to, equality, data protection, health and safety, code of conduct, safeguarding and Health and Safety
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### Generic duties and accountabilities:

- The post holder will comply with and promote the School's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the post holder will promote the School's employment policies, with particular reinvolvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the strategy, vision, aims, objectives, priorities and continuous
- improvement programme and play their part in achieving these. This includes compliance with Standing Orders,
- Financial Regulations, Code of Conduct and Policies and Procedures.

This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

### Other Tasks:

- To attend meetings as required, which at times may involve travel to Academy sites within the trust.
- To take action to improve outcomes for young people to support all academies in the Trust to be outstanding.
- To perform any task or duty under the reasonable direction of senior staff within the Multi-Academy Trust.

The Lighthouse Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.



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The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.