

## JOB DESCRIPTION

**SCHOOL:**

**POST TITLE:** Site Manager Level 4

**GRADE:** G (SCP 20 – 22)

**REPORTS TO:**

**MAIN PURPOSE:** To work under the direction of the Head Teacher, having responsibility for the day to day management of the school buildings and grounds. Undertake inspections of the site in respect to appearance, maintenance and Health & Safety. To manage and monitor building cleaning and deal with contractors on site. Supervision of staff and may be accountable for a small budget

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**TASKS:**

**RESPONSIBILITIES:**

- To ensure the general security of the school's premises and grounds (including safety measure in cold weather – gritting), in accordance with the specification of the Authority and Governing Body
- To supervise, monitor and direct the cleaning staff and ensure that the school premises are cleaned in accordance with the cleaning specification. To monitor and direct the work of the cleaners and associated tasks such as completion of timesheets, ordering of materials
- To carry out first line repairs and maintenance
- Identify and report preventative maintenance and carry out specialist repairs/works of buildings/grounds/equipment
- To undertake general portage duties
- To ensure that the premises are open for use as and when required in accordance with the specifications of the Authority/Governing Body and securing the premises after use
- To be responsible for supervising both Authority employees and outside agencies on site with regard to repairs and maintenance of the school building
- To inform the Leadership Team and liaise with appropriate personnel of the Local Authority regarding inconsistencies after evaluating works carried out on the premises
- To be responsible for handling small amounts of cash for purchasing materials to carry out repairs
- To be responsible for a small maintenance budget (if appropriate)

**SECURITY ACCESS:**

- To be named key holder for the school premises
- Routine and non-routine opening and securing of buildings and grounds (including patrolling of premises)
- Regular checking of security devices/systems and setting of the alarm system where provided
- Clear and salt main paths, playgrounds when necessary. Ensure that all outside areas and paths are free from hazard and debris, e.g. glass, leaves, etc
- Assist with fire drill practices
- Securing windows/doors after damages and ensuring that repairs are carried out in accordance with schools policy, i.e.
  - notify Police of malicious damage, obtaining a crime reference number;
  - request repairs to be carried out.
- Requesting unknown persons on site to furnish proof of ID, to prevent trespass on school premises or grounds, referring to the Head Teacher or other teaching staff or Police, where necessary

**HEALTH & SAFETY:**

- Ensuring that the school premises and furnishing area are safe and in good order (refer to the school's 'Risk Assessment' Guidelines).
- Ensuring that protective clothing is worn and that safe methods are adopted, and that Health & Safety rules are adhered to
- To attend appropriate Health & Safety training courses
- Ensure that areas involved with 'sickness' are cleaned and disinfected
- Ensuring that all cupboards and store areas are kept clean and tidy. Cupboards containing harmful substances must be kept in a secure/locked position

**GENERAL MAINTENANCE:**

- Carry out repairs and maintenance of a semi-skilled nature
- Reporting, via the Head Teacher, any repairs and maintenance work required at the school which is beyond the competence of the caretaking staff
- To direct workmen or contractors to the site of repairs and maintenance work. Inspecting work, and where there is a requirement signing completion notes as necessary
- Liaising with the school clerk for the requisition of stores and supplies including the appropriate personal hygiene products, e.g. toilet rolls, paper towels etc
- Checking lamps/florescent tubes and replacing as necessary
- Carrying out specific procedure in the event of fire, flood, accident or major damage
- Ensuring that all cleaning equipment is in a safe and efficient working condition
- Emptying bins on a daily basis and ensuring that storage bin areas are kept clean and tidy
- Ensuring that windows are cleaned in accordance with the school's window cleaning contract and completing appropriate certification documents
- Protecting the premises and sites for after school activities and ensuring that premises/site are prepared for normal school activities. Making the premises available for out of school activities on evenings and at weekends and securing the premises after use. Where this involves overtime working an appropriate payment will be made

**PORTAGE:**

- Moving furniture and equipment around the school premises, as requested
- Taking delivery of goods ordered by the school and storing if required

**HEATING SYSTEMS:**

- Operating the heating plant so that the required temperatures are maintained in the school premises and that an adequate supply of hot water is available. Reporting any failure of the heating plan promptly and ensuring that if such failures occur, the correct emergency procedure is initiated to provide heating for the school
- Carrying out frost procedures when necessary
- Carrying out routine procedures of inspection on ancillary equipment and checking that they are in a serviceable condition
- Duties in connection with the emergency conservation programme (e.g. reading meters – gas, electricity and water) as directed by the Head Teacher/Governing Body

**GROUNDS MAINTENANCE:**

- Ensuring that all hard play areas and paths are clean and free from litter and excrement
- Ensuring that all drains and gullies are free flowing and clean, and guttering is free of leaves and rubbish
- Emptying outside litterbins and keeping areas around the school premises litter free
- Maintenance/care of shrubbery area and bushes within the school grounds and along the perimeter fencing
- To cut all grassed areas surrounding school and maintain grass cutting machines

**OTHER DUTIES:**

- Duties in connection with cleaning and safe storage of design technology, computer and electrical equipment

- School Mini Bus if required. Daily and weekly check for safe usage, e.g. tyres, lights, seatbelts. Tax and MOT test. Book any repairs, servicing and maintenance. Pass driving test to be able to transport pupils and staff
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

**STAFF SUPERVISION:**

- Supervision of a small team of staff such as other caretakers or cleaners, i.e. 1 or 2 members - organise, evaluate and appraising their work plus additional responsibility for budget expenditure OR
- Supervision of a team of 3 or more staff with no budget responsibility

**RESPONSIBILITY FOR FINANCE:**

- To be financially responsible for a visa card held in the School's name, in order to purchase larger items of equipment and materials required by the school
- Ongoing responsibility for a small expenditure budget
- Provide a contributory roll in the budget setting procedure
- Accounting for considerable amounts of cash or equivalent may be required

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

Signed:

Date:

## PERSON SPECIFICATION

**POST TITLE:** Site Manager Level 4

**GRADE:** G (SCP 20 – 22)

	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS/ TRAINING:</b>	<ul style="list-style-type: none"> <li>• Basic skills/induction</li> <li>• Willingness to participate in training and development opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• COSHH training</li> <li>• HEALTH &amp; SAFETY training</li> <li>• Team Leading or First Line Management Qualification</li> </ul>
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• DIY experience at a similar level of a semi skilled craftsman</li> <li>• Management and maintenance of premises, including security</li> <li>• Site inspections in respect of appearance, maintenance and Health &amp; Safety</li> <li>• Staff supervision</li> <li>• Budget experience</li> </ul>	<ul style="list-style-type: none"> <li>• Working in a school environment</li> <li>• Experience of working with heating systems</li> </ul>
<b>SKILLS/ KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>• Knowledge of Health &amp; Safety requirements</li> <li>• Knowledge of security systems and procedures</li> <li>• Understanding of appropriate cleaning methods and standards</li> <li>• Good DIY skills</li> <li>• Ability to follow and comply with instructions on equipment/machinery</li> <li>• Good communication skills and the ability to work effectively with a wide range of people</li> <li>• Able to deal with emergencies outside normal working hours, following set procedures</li> <li>• Ability for some heavy lifting</li> <li>• Is able to prioritise daily workload</li> <li>• Able to supervise staff</li> <li>• Ability to work on own initiative and independence</li> </ul>	

<b>PERSONAL ATTRIBUTES:</b>	<ul style="list-style-type: none"><li>• Pleasant and friendly manner</li><li>• Reliable and approachable</li><li>• Flexibility</li><li>• A commitment to working as part of the whole school team and supporting the vision and aims of the school</li></ul>	
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