



EMMAVILLE PRIMARY SCHOOL

JOB DESCRIPTION

SITE MANAGER

Grade E 4 Point Scale, Point 8 – Point 11

Salary Scale Grade E SCP18 –SCP21

Hours 37 hours per week full time. (Actual hours worked during school holiday periods to be negotiated with the Head Teacher and Assistant Headteachers dependent on school needs).

Job Description

Responsible to: Head Teacher and Assistant Headteachers

Line Manager: School Administrators

Supervises: Outside contractors.

Main Purpose of the Job

Ensuring that the school site is maintained in a safe, clean and secure condition; undertaking all tasks necessary for effective site management. The Site Manager is an employee of the Authority but is responsible to the Head Teacher and Assistant Headteachers for carrying out the following duties:

PRINCIPAL ACCOUNTABILITIES

- A. Ensuring all school buildings, and grounds are cleaned and maintained to agreed high standards and specifications.
- B. Ensuring maintenance of all school buildings, grounds, and utilities, and establishing an agreed programme of planned preventative maintenance and making sure that repairs are properly and promptly carried out.
- C. Responsible for the security of the premises and their contents including custody of the keys. Keeping all school buildings and grounds secure, reporting breaches of security and ensuring that any resultant damage is repaired, or fault rectified properly and promptly.
- D. Providing access to the school in the event of inclement weather conditions. Undertaking various portering, administrative, letting duties and keeping stock records.
- E. Ensuring compliance with relevant health and safety regulations and codes of practice and with due regard for the health and safety and welfare of all premises users and visitors including contractors.

- F. Supporting whole school developments as defined in the school improvement plan.
- G. Keeping up to date with latest legislation and training needs. Supporting school with safeguarding procedures ensuring entrances and fire exits are kept clear of deliveries and equipment.

JOB CONTENT

Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.

1. Ensuring all school buildings and grounds are cleaned to agreed standards and specifications, including:
 - Assisting in the maintenance of a litter free environment.
 - Cleaning of delegated areas in and around school.
 - Clear up bodily fluids after accidents adhering to Health & Safety procedures.
 - Arranging for emergency cleaning and removal of graffiti.
 - Organising contracts for refuse collection, sanitary bins, and grounds maintenance along with the Head Teacher and Office Administrator.
 - Prepare and carry out a summer maintenance plan.
2. Ensuring the maintenance of all school buildings, grounds and utilities and ensuring that any repairs are properly and promptly carried out, including:
 - Operating an agreed programme of planned preventative maintenance.
 - Personally, undertaking minor or temporary repairs and maintenance tasks which are within the postholders competence and identified as such within the maintenance specification, arranging for other repairs to be carried out under the building maintenance contract, organising emergency response to vandalism damage.
 - In liaison with the Head Teacher, arranging and overseeing alterations, redecoration, building and maintenance works and specialised repair work, and reporting on the progress made and keeping within agreed budgets and timelines.
 - To order and supervise repairs and act as a project manager for small maintenance contracts and improvement schemes, ensuring best value for money.
 - To advise the Head Teacher to prepare documentation for tenders or specifications of small to medium projects/liaise with school contractors.
 - To monitor work requests on the premises.
 - Ensuring maintenance of the heating systems, and that frost protection system is operating as required for efficient maintenance of adequate heating and hot water provision.
 - Checking that the premises are at the correct temperature at designated times and that adequate hot water is available, monitoring and taking appropriate action where necessary.
 - Replacing fluorescent tubes, light bulbs and shades.

- Maintaining a location plan of all turn valves or switches for utilities, ensuring clear access and good working order.
- Ensuring drains gutters and rainwater gullies are free flowing and clean.
- Monitoring ceiling tiles to ensure that there is no water ingress through the roof.
- Removing snow/ice and other obstructions from main entrances, steps, paths etc maintaining adequate stocks of salt and sand.
- Ensuring the grounds are clear of litter/glass or other hazards (ice/snow) to ensure the Health & Safety of children, staff, parents and visitors.
- Preventing unauthorised/unsafe parking in and around the school site.

3. Keeping all grounds and buildings secure, including:

- Responsibility for the security of the premises, liaising with, Police and other emergency services as necessary.
- Acting as a key-holder and controlling site keys, routine and non-routine opening.
- Reporting, as appropriate, any breaches of security and ensuring that any resultant damage is remedied properly and promptly.
- Responsible for locking and unlocking internal and external doors as required during term time and school holiday periods.
- Checking daily the intruder and fire alarm panels and de-activating and testing automated alarm and bell systems and fire checks following statutory requirements and recording details.
- Ensure at the end of the day that all doors, windows and gates are locked, gas & electrical appliances are turned off.
- Check perimeter fences, security devices, CCTV systems and alarms.
- To assist with out of hour activities at the school and arrange opening & closing and any heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.

4. Undertaking various portering, administrative and letting duties, including:

- Undertaking/arranging for the safe storing and moving of items of furniture, equipment and provisions as required.
- Receiving and directing as appropriate all deliveries for the school, assisting in the reception and vetting of visitors, dealing with, or referring enquiries as appropriate.
- Maintaining stocks of materials, protective clothing and equipment as required, placing the orders via the school office.
- Ensure halls, meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards.
- Keeping up-to-date records, inventories and forms as required.
- To establish and maintain an audit of tools and equipment, their state of repair and where they are kept.
- Ensure mechanical equipment is inspected prior to use and ensuring electrical equipment/power tools are inspected and PAT tested as required.

- Assist the Head Teacher with obtaining tenders and quotes.
- Carry out regular H & S inspections and Risk Assessments on his/her own and with the Assistant Headteacher.
- Assisting in the agreed procedures relating to lettings/functions on school premises.
- To attend and advise the Health & Safety Meetings of the Governing Body if required to do so.
- Delivering and collecting small items in the locality of the school.
- Making small purchases for school maintenance on behalf of the school.
- Assisting with managing the premises budget and associated reporting.
- Placing orders for materials required by premises team and certifying goods received with the Office Administrator.
- Drawing up and maintaining a premises development plan which prioritises the work required and estimates costs.
- Producing and implementing an annual maintenance plan which identifies and schedules service contracts and long-term non-recurring, short term cyclical and preventative work.
- Drawing up a list of approved contractors for repairs, maintenance and redecoration, preparing specifications and obtaining tenders, ensuring best value.
- Liaising with architects and surveyors and assisting in the preparation of outline specifications for alterations and improvements to the buildings.
- Assisting and supervision of all contracts on the school site as per contract.

5. Assisting with health and safety regulations concerning the cleanliness, security and maintenance of all school buildings and grounds, including:

- Working with the Health & Safety Team.
- Assisting with implementation of a health and safety strategy for the school.
- Assisting with risk assessments including keeping records and planning for improvement.
- Taking part in periodic inspection of all areas.
- Ensure all working practices comply with current legislation, and duties to be carried out in compliance with the Health & Safety at work Act, Nationally and Locally agreed Codes of Practice which are relevant to School's Health & Safety Policy.
- Inspect Playground equipment and outdoor buildings and report on its safety & suitability.
- Ensuring that appropriate signs and notices have been displayed.
- Ensuring that hazards are removed.
- Ensuring that fire exits are accessible, and that firefighting equipment is correctly positioned and serviced.
- Notifying appropriate agencies where there is a pest or vermin problem and dealing with the problem as directed.
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc.

6. Supporting school developments with regard to premises as defined in the school improvement plan:
 - Assisting Governors in the execution of their duties in relation to the premises or Health and Safety issues.
 - Taking an active role in whole school developments, both within and outside school hours, to enhance the curriculum offered to pupils.
7. Keeping up to date with latest legislation
 - To ensure continuing personal professional development in liaison with the Head Teacher - obtaining any relevant qualification/s as required.
8. Child protection
 - To have due regard for safeguarding and promoting the welfare of children and young people, including confidentiality.

To carry out other duties of a similar nature from time to time as may be required by the Senior Leadership Team

Contacts: The Headteacher, other school staff, pupils and their parents, School Governors, visitors, suppliers and contractors, hirers of school premises

Key Organisational Objectives:

The postholder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as appropriate.
- At all times operating within the school's Equal Opportunities framework.
- Acknowledging Customer Care and Quality Initiatives.
- Contributing to the maintenance of a safe, clean, warm, and secure environment for pupils, staff and visitors.

Conditions of Service:

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate.

Special Conditions of Service:

The postholder is required to be flexible in their working hours to ensure service delivery, including dealing with authorised evening and weekend lettings and responding to emergency calls outside normal site opening hours.