



## SITE MANAGER JOB DESCRIPTION

<b>School:</b> Firs Primary School	<b>Location:</b> Raven Street, Derby DE22 3WA
<b>Job Title:</b> Site Manager	<b>Grade:</b> Grade E Point 10 – 14 £27,694 - £29,540
<b>Hours:</b> 37 hours – 6:30 am to 1:25 pm Monday to Friday	<b>Weeks:</b> 52
<b>Responsible to:</b> Headteacher & School Business Manager	<b>Responsibility for:</b> Cleaning Staff

### PURPOSE OF POST:

- To be responsible for ensuring that the school site is secure, safe and well-maintained at all times.
- To ensure that pupils have equality of access to opportunities to learn and develop, and that, working with the Headteacher and School Business Manager, community access and use of the site and buildings meets requirements of the Equality Act 2010 and related best practice.
- To be responsible for providing an efficient and effective site management to the school, including ensuring the security and general appearance of the buildings and surrounding areas, ensuring equipment is maintained in accordance with the required standards, and that heating systems operate at optimum efficiency.
- To manage all elements of capital works, including contractors and suppliers.
- To advise the Headteacher and School Business Manager on matters relating to the site and buildings.
- To have responsibility for managing the school's cleaning staff.
- To support use of the site, buildings and related resources by the community.
- To support and promote the school's aims, values and vision.

### MAIN DUTIES AND RESPONSIBILITIES:

#### To include:

- **Security:** Responsibility for ensuring that the school site is kept secure at all times by locking and unlocking the school gates and entrances at the agreed times; including lights and internal doors
- **School Building / Site:** Devise and manage the school's building maintenance programme. To be responsible for carrying out regular site / boundary surveys. To be responsible for arranging and overseeing building projects.
- **External Agencies Repairs:** To liaise with external agencies and arrange for contractors to visit the site to attend to specific repairs outside the remit of the Site Manager.
- **Painting and Decoration:** To provide general painting and decorating tasks around the school on a pre-planned basis during the school holiday periods.

- **Joinery:** To provide first line maintenance of fixtures and fittings to include replacing locks, replacing door and window catches, tightening/replacing screws on desks, chairs and door handles.
- **Plumbing:** To unblock sinks, traps and waste pipes. Adjustment and re-washing of taps.
- **Internal Glazing:** To undertake remedial action after breakages by boarding up broken windows.
- **COSHH:** To be responsible for maintaining and keeping COSHH records up-to-date and provide reports to the Headteacher and School Business Manager on a regular basis.

### **Specific duties:**

- Liaise with the school's partners / clients (including lettings) to ensure that an excellent service is provided.
- Create and maintain a high level of customer service.
- Maintain routine maintenance and service tenders and keep appropriate records that comply with health and safety audit requirements.
- Supervise maintenance contractors and undertake regular site inspections, including boundary checks.
- Identify and document defects, safety issues, repair and maintenance requirements – *this requires a proactive approach*. Identify problems and deal with them, sometimes things crop up that are not in your direct job description, but if you can help, then this is the approach the school is looking for.
- Undertake appropriate repairs, as necessary.
- Organise and carry out any minor improvements / decoration / building / gardening projects / tree checks, using your own initiative.
- To be responsible for the operation of a preventative planned maintenance programme and for inspections of the buildings, fixtures, fittings, furniture, premises and grounds, to assess for minor work or repairs.
- To be responsible for keeping records (logs) of repairs and maintenance.
- Auditing and informing the School Business Manager when equipment / materials are required.
- To maintain the heating equipment, ensuring that it is working efficiently and effectively, monitoring the performance of the boilers and ensuring that required temperatures are maintained. To carry out adjustments as necessary and to report any defects and malfunctions to the Headteacher / School Business Manager.
- To have a sound knowledge of Health and Safety procedures, including safe working practices, hygiene and cleanliness.
- To have a sound knowledge, including sound working practices, of the COSHH Regulations 2002 as amended.
- To have responsibility for the security of the premises and its contents, including lights and internal doors.
- To act as the **first key-holder** for out of school emergency calls and be available to respond to call-outs when a security alarm is triggered.
- To be responsible for and carrying out and recording weekly fire alarm tests and organising appropriate fire drills throughout the whole school.
- To be responsible for maintaining the lighting equipment / emergency lighting, ensuring that it is working effectively and efficiently. To clean light fittings and to test lighting systems weekly.

- To be responsible for arranging the annual PAT Testing of all school electrical equipment, marking items accordingly and keeping a record of all electrical items tested.
- To be responsible for and maintaining a fire extinguisher register.
- To be responsible for and maintaining a safe ladder check register.
- To have responsibility for ensuring clear and safe pedestrian access to the school, particularly in adverse weather conditions; clearing away snow and salting hard services.
- To clear blockages, remove foreign matters from sinks, toilets, drains and clean up spillages, as required.
- To set up and clear away furniture, as required, and carry out portage duties as and when required by the school.
- To ensure the school grounds are kept litter and weed free and that the gullies and drains are kept free of debris.
- To be responsible for monitoring site supplies, liaising with the School Business Manager to order stock, and responsibly manage a small expenditure budget.
- To have responsibility for maintaining appropriate records, including intruder alarm logbooks, repairs orders and, if applicable, heating system record books.
- To have responsibility for carrying out and recording in the logbook weekly water hygiene checks in accordance with Health and Safety guidelines.
- To be responsible for keeping a record of monthly readings from the gas, electricity and water meters.
- To attend to the requirements of hirers of the premises for the purpose of evening and weekend lettings, as and when applicable.
- To undertake staff training, as required by the Headteacher / School Business Manager, and support the development of any additional staff that may be recruited from time to time.
- To take reasonable care of your own health and safety and of other persons who may be affected by your activities and, where appropriate, safeguarding the health and safety of all persons under your control and guidance in accordance with the Health and Safety at Work Act 1974.
- To have an understanding of the school routine and procedures.
- To maintain confidentiality about all school activities and interests.
- To carry out any other reasonable duties within the overall function of the job and undertake any improvements to the school buildings and surrounding areas / boundary, as requested by the Headteacher and School Business Manager.

## **Cleaning**

- Responsibility for the cleaning of the whole establishment and maintaining high standards in all areas and carrying out minor repairs. Maintaining floor services in accordance with the requirements of the school's cleaning specifications.
- Undertake specialist cleaning tasks.
- To carry out individual duties for daily cleaning of designated areas as described in the cleaning rota and give adequate supervision and directive advice to the cleaning staff, where applicable.
- To dispose of waste material in a safe and hygienic manner throughout the school including the school's kitchen, ensuring that it is available for collection, as required.
- To organise and undertake on a pre-planned basis the stripping, resealing and polishing of floors, washing walls and cleaning carpets and furniture during the school holiday periods.
- To arrange for the windows to be cleaned on a regular basis.

## **Safety and Security Duties**

- Responsibility for the risk assessment of security risks to the school (grounds, premises and contents) including vandalism / arson if appropriate
  - Arrange for regular security checks to be undertaken and advise on how security risks can be minimised.
  - Manage fire safety equipment provision and scheduling of fire drills. This duty includes going over the drill routine with the classes, modifying the route if necessary and timing how long the route takes.
  - Operate and respond to alarm systems.
  - Liaise with police, security and surveillance contractors where necessary.
- Ensure the alarm systems and CCTV equipment is always in good working order.
- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to the Headteacher and School Business Manager.
- Ensure the safety and security of the school, its pupils, staff and visitors.
- Be fully committed to the School's Safeguarding Policies and Procedures, undertaking regular staff training and reporting concerns as appropriate.

## **Organisational and Supervisory Responsibilities**

- Develop timetables and organise own time and the time of other staff supervised.
- To develop appropriate monitoring procedures to ensure that the school site is kept clean, safe and in a good state or repair, and stocked with all necessary supplies.
- Maintain confidentiality regarding all school activities and interests.
- Demonstrate and assist in safe handling of, and effective use of, specialist equipment / materials.
- Provide specialist advice and guidance when required
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits / stock checks, as required.
- Direct / supervise cleaning staff and ensure cleaning is in accordance with specification.
- Where appropriate, carry out delivery duties.

## SITE MANAGER PERSON SPECIFICATION

	Essential	Desirable
<b>Knowledge and qualifications</b>	<p>Full UK driving licence.</p> <p>Understanding of Health and safety legislation/Regulations and other relevant codes of practice, as it applies to school premises including COSHH 2002 as amended.</p>	<p>Relevant qualification or training in First Aid and/or Health and Safety.</p>
<b>Skills and abilities</b>	<p>Practical skills necessary to undertake general buildings maintenance, minor repairs, grounds maintenance and portering duties.</p> <p>Computer literate with good working knowledge of ICT including using the internet and Microsoft Office suite.</p> <p>Ability to maintain records to a high standard.</p> <p>Good written and verbal communication skills.</p> <p>Good organisational skills.</p> <p>Ability to prioritise, plan, schedule and meet deadlines and evaluate work.</p> <p>Ability to be proactive and work on own initiative and manage own workload, within a budget.</p> <p>Ability to respond positively to and communicate well with adults and children</p>	<p>Specialist skills in one or more areas of premises management.</p>

	Willingness to undertake as necessary training in all aspects of the job.	
<b>Experience</b>	<p>Experience of DIY, building and maintenance projects and managing contractors</p> <p>Management/supervisory experience</p> <p>Experience in managing the security of a building (e.g. key holding, alarms, CCTV).</p>	<p>Premises management including security within a school</p> <p>Primary school caretaking</p>
<b>Personal qualities and attitudes</b>	<p>Excellent communication skills and ability to lead and work as part of a team.</p> <p>Trustworthy and thorough</p> <p>Calm, courteous manner</p> <p>Flexible approach to work</p> <p>Demonstrate pride in maintaining a high standard of work.</p> <p>To uphold the ethos of our school.</p>	<p>An interest in professional self-development.</p> <p>A willingness to contribute to the wider life of the school.</p>
<b>Physical requirements</b>	<p>Fit and able to carry out duties.</p> <p>Ability to work at height/high levels with appropriate equipment.</p> <p>Manual handling</p>	
<b>Safeguarding</b>	An understanding of and a commitment to following all safeguarding procedures in school.	