

Site Manager – Job Description and Person Specification

Our Vision

Our mission is to educate for life, with the love of God, and Christian Values, at the heart of our school. We are guided by the Fruit of the Spirit – love, peace, patience, humility, joy, self-control, faithfulness, goodness and kindness.

We actively promote British Values, encouraging mutual respect and embracing different faiths and beliefs.

We lay the foundations for a lifelong love of learning. We want our children to achieve well and be successful.

We learn to give thanks and to put our Christian values into action by supporting our local and global community.

We want our children to develop into caring, confident, responsible and healthy citizens.

We want all children, families, staff and other members of our School Community to feel safe, happy, listened to and supported.

Reports to: Head Teacher

Main Purpose of Job:

To provide a caretaking service which ensures that the school is kept safe and secure and is welcoming for pupils and the wider school community. To minimise risks to the health and safety of those using the school site and to ensure the efficient and economic use of the school premises. To ensure the safeguarding of school through managing the physical environment and overseeing external contractors.

The principal accountabilities are set out below.

Duties:

Site and Grounds Management

Establish and maintain procedures to ensure that the school site is kept in a good state of repair, clean, safe and stocked with all the necessary supplies.

- Maintaining the school grounds in accordance with the specification and instructions of the Head Teacher. Identifying and fixing physical dangers immediately, eg broken glass, loose paving, exposed wiring or toxic plants. Ensure all hard playing areas and paths are free from litter and all drains, gullies and gutters are free flowing and clean. Gardening duties including maintenance of flower beds and borders. To carry out risk assessments of the school buildings and playground.
- Undertake emergency and first line repairs within capability and training, eg. electrical work, plumbing and heating, painting and decorating, carpentry and joinery.
- Operating the heating system so that the required temperatures are maintained in all school buildings and that an adequate supply of hot water is available.
- Carry out routine checks on fire equipment and carry out regular fire alarm tests.
- Inventory checks – regular and routine checks of all school inventory.

- Record meter readings for gas, water and electricity.
- Construction of new school equipment and furniture.

Procurement/Managing External Contractors/Documentation

- Liaise with the School Business Manager in the preparation of maintenance programmes and where appropriate decide which repairs require external contractors. Sourcing competitive quotes for external contractors. Ensuring all external workers are signed in, wearing visible ID and are supervised if without a suitable DBS check. Monitor the performance of outside contractors working on the school site and inspect completed work.
- To complete all relevant daily/weekly/monthly/annual documentation in compliance with relevant statutory legislation codes of practice and quality control procedures.

Security/Access

- Carry out security procedures for school buildings and grounds- To undertake the routine and non-routine opening and closing of school premises and grounds. Ensuring vulnerable areas such as boiler room is securely locked at all times. To take responsibility for a complete set of school keys. Check all windows and external doors are closed and check internal doors and lock as required. To check and maintain fences, gates and locks.
- Providing safe and adequate access to the school and classrooms in the event of snow, minor floods and similar emergency situations. To clear and salt paths when necessary.
- To take all reasonable steps to prevent trespass and unauthorised parking on the school premises.

Cleaning/Cleaning Supervision

- Ensuring that the school premises and furnishings are cleaned in accordance with the cleaning specification and instructions from the Head Teacher.
- To maintain the cleanliness and functionality of the pupil toilets during the school day.
- Monitor standards of cleaning provided by the contract cleaning staff. To raise issues if necessary.
- Enhanced cleaning in the event of a viral or bacterial infection.

Portering

- Provide a portering and furniture moving service to ensure supplies are in place.
- Transfer goods and materials delivered to the school to appropriate locations.
- Daily setting out and clearing away of tables and chairs in the dining areas. Movement of furniture in relation to staff meetings and special events eg PSA events, parents' evenings.

Lettings

- Carry out lettings duties, as required, in accordance with instructions from the Head Teacher or Governors.

- Preparing for out of hour School lettings, if required.

Minibus Driving

- To pick up and return locally rented minibus. To drive children to and from local sports fixtures.

Occasional Lunchtime Cover

- To cover lunchtime duties (monitoring children in the hall and playground) on an ad hoc basis if there is a shortage of the regular lunchtime staff.

Other responsibilities

To carry out any other tasks as reasonably requested by the Head Teacher.

Person Specification

<u>EDUCATION, QUALIFICATIONS AND TRAINING</u>	<u>Essential</u>	<u>Desirable</u>
City & Guilds Certificate in Caretaking Maintenance		x
Electrical Testing Level 1		x
Full clean driving licence	x	
Valid MIDAS training		x
First aid trained		x
<u>EXPERIENCE</u>		
Building maintenance work including knowledge on heating, plumbing, electrical, painting, carpentry and joinery	x	
Experience working in a school or educational setting		x
Knowledge of Health and Safety legislation specific to schools eg asbestos, Legionella		x
Practical, basic knowledge of IT systems including Word and Google and ability to use digital platforms	x	
Experience in negotiating contracts and managing budgets		x
Experience of minibus driving		x
<u>PERSONAL QUALITIES AND ATTRIBUTES</u>		
Problem solving mind set	x	
Excellent organisational skills and ability to prioritise workloads		
A good record of health and attendance over the last five years	x	

To attend relevant training courses	x	
The ability to work well as part of a team and relate in a friendly manner; be adaptable and supportive of colleagues.	x	
Strong communications skills in order to liaise with staff, parents and contractors. To have a warm approachable manner with children	x	
Ability to comply with St Paul's policies eg Safeguarding, Health and Safety, Fire Safety Policy, Lock Down Procedure	x	
Ability to carry out manual handling tasks eg lifting, and moving items	x	
Empathy with the ethos of this church school	x	
Commitment to personal professional development	x	