



## Job Description Site Manager



**Hours:** 37.5 hours per week

Normally worked: 37.5 hours per week worked over a split shift, 6.45am – 11.00am and 2.30pm – 5.45pm Monday to Friday, 5 days per week, full year, leave to be taken in school holidays

**Holidays:** less than 5 years' service 25 days a year plus bank holidays, more than 5 years' service 30 days plus bank holidays, to be arranged during school holidays in agreement with the School Business Manager and Head teacher

**Salary scale:** Scale 5 £27711 - £30062 FTE (Actual £28085.47 - £30466.22) + Overtime to be claimed when supporting school events outside of normal working hours, as per Job Description

### Main Purpose of the Job

To take full responsibility for the management of the school site, encompassing a wide range of duties related to the upkeep and operation of the buildings and grounds. This includes ensuring the security and cleanliness of the premises, overseeing portage, monitoring contracts and contractors, conducting routine maintenance and refurbishment, and performing minor repairs. The role also involves advising the School Business Manager, Deputy Head Teacher, and Governors on potential improvements to the overall school environment and implementing pre-planned maintenance programmes. A key aspect of this role is contributing to the creation and maintenance of a warm, welcoming, and inclusive atmosphere for staff, pupils, and visitors, ensuring the school remains a safe and pleasant place to learn, work, and visit.

### General Responsibilities:

- To ensure that management and maintenance of the school buildings and environment are effectively undertaken
- To undertake repairs and DIY projects
- To analyse site surveys and advise the Leadership Team and Governors regarding a programme of building maintenance and improvements.
- To be responsible, in association with the School Business Manager and Deputy Head Teacher, for the health and safety of the site
- To monitor the performance of the cleaning staff, in line with the School Business Manager to ensure a clean, tidy and well-maintained school environment.
- To continue to develop own skills and knowledge through participation on appropriate training courses as identified.

### Specific responsibilities:

#### PREMISES MANAGEMENT

- To monitor the day-to-day maintenance, repair and cleaning of the school including carrying out minor plumbing, carpentry, painting and general building work
- Inspect the outside fabric, all fences, gates, walls, steps, lights etc. and repair as appropriate
- To advise on and carry out a rolling programme of redecoration and refurbishment
- To order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes, ensuring best value is received
- To develop and maintain appropriate monitoring procedures to ensure that the school site is kept clean, safe, in a good state of repair and stocked with necessary supplies
- To carry out regular checks and inspections of the premises, equipment and grounds, keeping accurate manual records where appropriate.
- Oversee schedules and routine maintenance liaising with and monitoring contractors and suppliers as necessary
- To keep identified flower beds and tubs in good order.

- Supervise the gardening contractors when required for individual tasks e.g. pruning to ensure site is maintained to a high standard
- Act as a contact point and liaise with visiting contractors as may be necessary to minimise disruption on teaching and learning and maintain safe working practices
- Ensure all toilets are supplied daily with toilet rolls and soap
- Ensure all hand dryers are in working order
- To be the first point of contact for the contract cleaners and to monitor the cleaning contractors to ensure they are working efficiently and effectively to maintain the site to a high standard.
- As this role requires some lone working, be familiar with lone working procedures.

## **SECURITY**

- To be responsible for the security of the premises liaising with police and other emergency services in respect of this if necessary
- To be responsible for locking and unlocking the school during term time and closure periods
- To ensure that at the end of the day all windows and doors and gates are locked, and all security alarms are set and working correctly.
- Reporting acts of theft or vandalism to the Deputy Headteacher/School Business Manager and/or police as necessary.
- To regularly check, security devices, fire appliances, CCTV systems and alarms.
- To ensure the fire call points, fire doors, intruder alarms and emergency lights are regularly checked, and relevant records maintained.
- To carry out half-termly fire drills in conjunction with the Deputy Headteacher.
- To monitor, report and advise the School Business Manager/Deputy Head Teacher on all security matters.
- Responding appropriately to emergencies, liaising with the emergency services including calling out as required.
- To act as main key-holder for the school callouts.
- To be available outside school hours to lock up after school events e.g. parents' evenings etc. in line with the school calendar.
- Any additional hours that may be required to be worked should be agreed with the Deputy Headteacher and School Business Manager in advance.

## **GENERAL SITE DUTIES**

- To monitor the school heating and hot water system.
- To ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking and leaves, removal of graffiti
- To ensure halls and other meeting rooms are set out and cleared away as required for meetings and other events e.g. breakfast club, stage for plays, tables for community groups.
- To ensure all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met.
- To provide a porterage/furniture moving service as required in order that the school activities can proceed and that the entrance of the school is always clear and welcoming
- To ensure routine service checks on all serviceable equipment are carried out and appropriately documented
- To carry out emergency cleaning if required during the school day which cannot be left for the cleaning staff
- Keep entrance to school, inside and outside, clean and clear of obstructions at all times
- To ensure working practices of the cleaning team comply with current legislation
- To provide safe access to school in the event of snow, ice, flood
- Clear leaves, moss as appropriate
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc.
- Ensure removal of waste to appropriate disposal points
- Carry out external window cleaning where required.
- All duties to be carried out in compliance with the Health and Safety at Work Act

## HEALTH & SAFETY COMPLIANCE

- 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.
- Have an excellent working knowledge of the school's own procedures and risk assessments.
- Ensure school compliance inspections, such as weekly tests, are conducted and recording folders are kept up to date and are accessible to the School Business Manager and Headteacher
- Ensure manufacturers and COSHH regulations are complied with in the mixing, use and storage of cleaning materials.
- Regularly checking and ensuring emergency exits are not obstructed.
- Inspect all outside areas for dangerous materials and remove – including external emergency cleaning of spillages.
- To support contractors with the annual PAT Testing of equipment.
- Comply with and keep up to date with the requirements of the Health and Safety at Work Regulations.

## ADMINISTRATION

- To play an active part in the maintenance of the school's equipment and plant inventory / asset management.
- To place orders, via the school office, for items of housekeeping ensuring stock levels are maintained
- To order items as required for repairs and maintenance work, using the established internal order procedures.
- To maintain a log of inspections carried out as necessary
- To manage and maintain the school's electronic maintenance log, responding to logged jobs in a timely manner according to level of urgency.
- To seek quotes for specific jobs identified in consultation with School Business Manager and Deputy Head Teacher.
- To maintain a list of repairs and improvements where staff are able to log any issues.
- To maintain an audit of all tools and equipment, their state of repair and where located
- To carry out regular H & S inspections and risk assessments where necessary
- To monitor and report on the condition of the school minibus and to arrange regular cleaning of the interior and exterior of the vehicle.
- To undertake daily and weekly checks on the vehicle.

## OTHER DUTIES

- To undertake such other duties, training and/or hours of work as maybe reasonably required and which are consistent with the general level of responsibility of this job.
- To support the system for lettings of grounds and buildings by maintaining all aspects required. Lettings must be carefully monitored regarding security and keys must not be passed to any outside body. Locking and unlocking of areas let is the responsibility of the Site Manager.

**Post Holder Signature**\_\_\_\_\_

**Date** \_\_\_\_\_

**Headteacher Signature**\_\_\_\_\_

**Date** \_\_\_\_\_