

Garfield Primary School

JOB DESCRIPTION

POST: Site Manager
Hours: 36 Hours per week
Shift Pattern: 7am to 3.45pm and 10.15am to 6.15pm (hours to be worked alternate weeks)
Weeks: 52 weeks per year
Scale: 6

RESPONSIBLE TO: The Headteacher and School Business Manager (SBM)

Regular overtime available for school events and lettings.

RESPONSIBILITIES

To be responsible, under the general supervision and direction of the Headteacher and School Business Manager, for the effective maintenance and development of the school premises and grounds. To ensure the efficient and smooth running of a safe, secure, clean learning environment. To be responsible for the day to day operations of the school site. The ability to work flexible hours if and when required in agreement with the Headteacher.

Duties

A. General Site and premise management including grounds maintenance.

1. To be responsible for the overall maintenance, upkeep and improvement of the premises, including grounds, buildings, fixtures and fittings, furniture and blinds.
2. To be the designated key holder for the premises and attend out of hours emergency call outs.
3. To carry out any general repair and maintenance tasks and responsibilities as identified or as directed by the Headteacher, School Business Manager or office team.
4. Line manage the Site Assistant and Cleaners, and cover absences as appropriate.
5. To use IT equipment and software packages, e.g. Microsoft Office, emails
6. To carry out minor repairs to property, fixtures and fittings, furniture and non-electrical equipment, to keep them in good working order.
7. To keep school grounds clear of litter and empty bins regularly, and keep grounds weed free and cutting back vegetation as required.
8. To undertake redecorations under the direction of the Headteacher/ School Business Manager
9. Maintain the security, CCTV, electronic gates, lifts, access control, intruder, fire and heating systems
10. Ensure all statutory maintenance is carried out and clear records and paperwork are kept, create and manage a rolling maintenance program of the premises.
11. Inspect site on regular basis and identify areas that need improvement, liaise with contractors as required to obtain quotes
12. Maintain location plan of Fire Safety equipment, Water, Gas valves and main electric intake
13. Part of this role will involve site cover during out of school hours work relating to event such as Parents evening, school concerts and information evenings
14. To oversee any lettings as and when they arise, which will include cleaning all hired rooms, setting out furniture. We are currently developing lettings and it is expected that the Site Manager will cover these. * As lettings increase we will review the lettings expected by the Site Manager in order to consider workload and wellbeing.

B. Health & Safety of the premises

1. To be responsible for the physical management of the site and facilities in relations to Health and Safety
2. Maintain an up to date knowledge of all regulations and official advice affecting Health and Safety in school, supporting the SBM in the termly audit of the premises.
3. Carry out regular fire drills
4. Carry out Portable appliance testing (PAT) annually,

C. Cleaning

1. Carry out any emergency cleaning e.g. washroom, classroom, medical room, floods, storms, snow, vandalism
2. Order and manage stock for all cleaning supplies
3. Line manage the cleaning team and supervise their work
4. Carry out regular cleaning duties i.e. hall, playgrounds, windows and cover for cleaning staff absences
5. Keep all playgrounds clear i.e. litter, faeces, and safe at all times

D. Porterage and general duties

1. To distribute deliveries as directed by SBM and Office team, and dispose of packaging as required
2. Prepare Hall/grounds for meetings, assemblies and whole school events
3. Cleaning accessible windows
4. General gardening duties i.e. mowing grass, weeding
5. Ensure contractors are supervised at all time and carry out their directed duties, whilst adhering to the schools Health & Safety and safeguarding procedures
6. Ensure all duties are undertaken in accordance with the Health & Safety requirements

Other important information

You are expected to use part of your annual leave allowance for statutory whole school closure periods i.e. Summer and Christmas holidays

All Garfield staff will:

- Promote equality of opportunities
- Follow safeguarding guidelines and Child Protection policy and procedures
- Contribute to producing and delivering priorities in the school improvement plan
- Follow the school vision and values
- Work to develop Garfield as a successful and inclusive school
- Respond promptly to any concerns raised related to your duties
- Promote the school in the community
- Attend or carry out appropriate training as required for the post
- Work in partnership with all colleagues including the Governing body
- Adhere to the school Code of Conduct, Ethics and practises as per the staff handbook
- Always act with due regard for Health and Safety

NOTE

This job description should not be viewed as comprehensive description of the post. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be able to comply with any reasonable request from those in a position of responsibility to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown below, however in consultation with you may be changed by the school management to reflect any changes.

All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at this school are expected to share this commitment.

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Site Manager Person Specification

These qualities will be assessed from the application form submitted and responses made at interview

JOB TITLE: Site Manager

CRITERIA	ESSENTIAL	DESIRABLE
<p>QUALIFICATIONS / TRAINING</p> <p>SKILLS</p> <p>KNOWLEDGE</p> <p>PERSONAL QUALITIES</p>	<ul style="list-style-type: none"> • A current full driving licence • Good general skills in DIY • Computer keyboard skills • Good interpersonal skills and an ability to relate and communicate effectively with staff, pupils parents and contractors. • Good written and verbal literacy and numeracy skills, Clear, legible handwriting • Good organisational skills • Ability to keep neat and accurate records. • Ability to work flexibly as part of a team • Ability to show initiative when appropriate. • Able to take direction from line manager • Good standard of spoken and written English. • Good English comprehension • Awareness of Health & Safety issues • Caring, approachable, firm, understanding, consistent, assertive and calm. • Punctual and reliable • Understanding and respecting the need for absolute confidentiality • Adaptability and willingness to assist with other aspects of school life. • Willingness to continue to learn and develop and train. 	<ul style="list-style-type: none"> • 4 GCSEs (Grade A-C) or equivalent including Maths and English • Health & Safety training • An understanding of potential hazards to children both inside and outside the classroom and an ability to avoid hazardous situations whenever possible. • Experience of working within an education setting and around children. • Able to work to deadlines • Awareness of child protection and safeguarding children • Understanding of children's needs.