



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Site Manager
<b>RESPONSIBLE TO:</b>	Business Manager
<b>SCALE:</b>	Scale CLPT11 Scale Point CLPT07 to CLPT011
<b>JOB PURPOSE:</b>	To be responsible for the site maintenance and services of the school sites (Thorneloe Road and Spring Gardens)
<b>HOURS:</b>	37 hours per week

### **JOB PURPOSE**

To be responsible for the supervision of all the school's site maintenance and services including external contractors in order to maintain a healthy and safe environment for pupils, staff and other users of the school's sites.

### **JOB RESPONSIBILITIES AND TASKS**

#### **Security**

- To be a key holder, to check, lock and unlock the buildings as required
- To ensure that all windows and doors are closed and that all school gates are closed when the buildings are not in use
- To respond to any calls from the alarm companies, police or members of the community which arise from the activation of the burglar or fire alarm
- Undertake school lettings in accordance with the lettings procedures

#### **Cleanliness**

- Ensure the cleaning (internal and external) on sites is performed efficiently and to a high quality standard by liaising with external cleaning company
- To contact the appropriate services in the event of any emergencies
- To assist in the maintenance of a hygienic environment in the event of accidents

## **Buildings/School Grounds**

- To clear the outside grounds of any rubbish and ensure that the tidiness of the grounds is maintained
- Make any repairs to the outside school grounds
- During periods of severe weather take such measures as may be necessary to prevent freezing of water system and paths etc, so as to keep premises functional
- Undertake maintenance of the planted areas including weeding and watering

## **Health & Safety**

- Take a lead role in monitoring, maintaining the school's Health and Safety policies and procedure as they relate to the building, facilities, cleaning and grounds
- Fire alarms are tested in line with guidelines
- Assist in all fire/safety evacuation procedures and tests
- Arrange annual PAT testing of equipment
- Equipment used by caretaking and cleaning staff is validated and in safe working condition
- Risk Assessments and COSHH Assessments are up-to-date, and staff are training in their use
- Records are kept of regular checks/service calls on equipment
- To complete all required school Health & Safety checks and ensure that all records are kept up to date in compliance with the school policy
- To undertake regular risk assessments and maintain appropriate documentation
- To prepare for annual Health & Safety inspections

## **Routine Equipment/Consumable Checks**

- To ensure equipment is working and is adequate and appropriate for needs
- To check all lighting tubes and replace as required
- To check stocks on consumables regularly
- To ensure heating and lighting is working and alter timers/clocks as required

## **Mini Buses**

- When required, driver the school minibus
- Carry out and record weekly maintenance check
- Supervise services and checks from garages/maintenance companies
- To have responsibilities for the regular maintenance and upkeep of the minibus ensuring services, regular inspections, MOT's etc are carried out as required
- Re fuel when necessary

## **Minor Maintenance**

- To attend to small maintenance tasks and minor repairs
- To ascertain the need for external repairers and liaise with contractors as required

- To assemble self-assembly furniture
- General decoration when required

### **Porterage**

- To routinely move and check off small deliveries e.g. school stock
- To move larger deliveries e.g. furniture as required
- To ensure that waste is collected and moved to collection points
- To set up tables and chairs as required
- To set up rooms for events and meetings as required

### **Energy Efficiency**

- To help reduce energy costs by highlighting possible waste and minimise consumables where possible
- To develop systems for reducing waste and for recycling materials where possible
- Efficient operation of heating, water and electricity supplies and to carry out routine checks and minor repairs as necessary

### **General**

- Initiate specifications and orders for all repairs/improvements and authorise relevant works
- To contribute to the overall ethos and aims of the school
- To be aware of and comply with school policies and procedures including those relating to child protection

### **Administration**

- Maintain an inventory of all machinery, equipment and materials
- Carry out complex administrative tasks e.g. maintaining records, information and data, producing reports as required
- Provide specialist advice and guidance as required
- To be aware of the budget for maintenance

### **Other**

- Values: To uphold the values and behaviours of the organisation.
- Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.
- Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.
- The Core National Standards for Supporting Teaching & Learning: To understand and carry out role in line with agreed standards, expectations & qualifications.
- To have regard to and comply with safeguarding policy and procedures.

## **EDUCATION**

- Full UK driving license and D1 driving licence (minibus)

## **SUPERVISORY RESPONSIBILITY**

- Responsibility of cleaning staff by liaising with cleaning company