



## Job Description

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

<b>Post</b>	<b>Site Manager</b>
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### **The purpose of the post:**

To make a major contribution to the management and administration of the school site and buildings and to manage and develop those physical resources which support the staff of the school, and which then enable them to provide a high-quality education in line with the school aims.

The following responsibilities will include, in liaison with the Headteacher and the School Business Manager as appropriate:

- a) Contribution to the preparation of the premises aspects of the annual budget and management of the school day to day maintenance, cleaning, and janitorial services with the given budget.
- b) Property and site management - including the management of cleaning staff, the monitoring of community use of premises, the management of the maintenance and decoration of buildings and upkeep and appearance of site, the management of site, the management of site security arrangements, a member of the health & safety committee.
- c) Line Management of five members of the cleaning team.

### **The Operational role of the Site Manager**

To ensure the security, care and availability of the school building, furniture, fittings and equipment; to ensure a satisfactory physical environment.

The Site Manager's direct activities are limited to situations where safe access can be obtained, and suitable tools are available.

### **Main tasks**

1. Responsible for ensuring the building, contents and grounds are secured.
2. Provision of access to the building and grounds to authorised persons at all reasonable times.

3. Maintaining constant awareness of the physical condition of the grounds, buildings, furniture and taking appropriate steps to ensure maintenance and repairs where necessary.
4. Carrying out maintenance and repairs to the building, furniture within the scope of a competent handyperson.
5. To work towards monitoring the operating costs of the grounds, buildings and associated resources.
6. Porterage duties as required and particularly the laying out of furniture and other equipment for timetabled activities without direct instruction.
7. Miscellaneous duties of a practical nature as circumstances demand, or at the reasonable request of the Headteacher and School Business Manager.
8. Planning the work allocation of themselves, their deputies, cleaners, grounds maintenance contractors to meet the requirements of the school and carrying out normal supervisory duties.
9. Monitoring the standards of cleaning of the building, the upkeep of the grounds.
10. Maintaining regular contact with the staff of the school and with Consultants and Contractors.
11. Where applicable carrying out some cleaning work, generally using machinery, as allocated.
12. In conjunction with the Senior Management, plan and operate routine security arrangements to prevent/deter unauthorised access to the site and buildings and to minimise theft and vandalism.
13. Maintain a register of keys issued in the instructions of the Headteacher.
14. Requesting unauthorised users of the site to leave, calling for the attendance of the police if necessary.
15. Unlocking of gates and entrance doors and checking as far as possible that the grounds and premises have not been disturbed. Switching on of lights and opening of windows as might be required.
16. At the end of the day - walking around premises, checking that windows are closed, lights switched off and internal doors locked, as might be required. Locking of external doors and gates.
17. Providing such access to the school as may reasonably be required outside normal hours of opening, including access in the event of flood, snow or other similar emergencies.
18. Carry out maintenance and repairs to property, fixtures, fittings and furniture, minor improvement jobs and internal decorating, where such work is within the capabilities of a competent handyperson (within the range of work specified)

19. Drawing the attention of the School Business Manager by completing the relevant documentation or otherwise, to any repairs or maintenance work which is beyond the competence and responsibility of the School's staff.
20. Directing contractors to the site of repair and maintenance work and inspecting the work of contractors where there is a requirement to sign a satisfaction note.
21. Replacement of light bulbs, florescent tubes etc.
22. Carrying out routine procedures and inspection of ancillary equipment e.g. pumps batteries, window blinds etc.
23. Ensuring all drains and gullies are free-flowing and clean. Clearing blockages where these occur.
24. Ensuring all caretaking and cleaning equipment is in a safe and working condition.
25. Opening the heating plant so that the required temperatures are maintained in the school premises and that an adequate supply of hot water is available. Carrying out frost protection procedures, cleaning flues, filters, according to procedures laid down.
26. Ensuring that adequate supplies of fuel are available, ordering further stocks when required.
27. Work towards monitoring the usage of energy, including the keeping of records of consumption and the identification of trends.
28. Following procedures laid down for the monitoring of the operation cost of the building and associated resources.
29. Maintaining records of consumption of standard lists of consumable items and of expenditure on a further range of items.
30. Preparing for school and after school activities, clearing and (in specific circumstances) cleaning up after these activities within the normal hours of work including lettings and community use in these hours.
31. Laying out and stacking chairs, desks and tables etc. Movements of these within the school including setting out furniture for examinations.
32. Taking responsibility for the delivery of stores, materials and other goods, signing for, storing and or moving them within the college as required.
33. Carrying out procedures in the event of fire, flood, breaking and entering accident or major damage.
34. Ensuring all hard areas, grassed areas, beds, borders and grounds are free from litter and excessive accumulations of dirt and rubbish.
35. Emptying of litter baskets and bins. Disposal; of all rubbish and cleanliness of dustbin areas.
36. Emergency cleaning in the absence of cleaning staff, e.g. spillages of paint, children being sick etc.

37. Check the replenishment of soap, toilet rolls, sanitary goods and towels.
38. Take appropriate remedial action or report working practices or unsafe conditions that may contravene the Health & Safety at Work Act and the Fire Precautions Regulations. To act as the School Fire Warden.
39. Planning the work allocation of themselves, and cleaners subject to the requirements of the school, giving guidance to deputies and instruction to cleaners in all aspects of their work. Carrying out normal supervisory duties e.g. maintaining a good working atmosphere and encouraging team spirit ensuring good timekeeping, dealing with grievances and problems and seeing that work is done correctly.
40. Assisting the School Business Manager with the recruitment of cleaning staff as necessary.
41. During periods of school closure, the cleaning work will include any special tasks that become necessary, including the use of stepladders in accordance with the Governors guidelines and other non-routine cleaning.
42. Ensure all electrical items in school are PAT tested on a rolling program that can be audited
43. To carry out any other appropriate tasks as required and reasonably requested to support the smooth running of the school.