

## **Asterdale Primary School**

### **Job Description: Site Manager / Caretaker**

**Salary: Grade E**

**Responsible to: School Business Manager**

### **KEY PURPOSE OF THE JOB**

- To provide an efficient and effective caretaking/site management service to the school and to be responsible for the maintenance and security, promoting a safe and welcoming environment that reflects pride in the appearance of the buildings and grounds.

### **MAIN ACTIVITIES**

- Undertake the opening and lock up of the school and maintain a high security procedure
- Manage the cleaning staff, ensuring a high standard is maintained and provide cleaning assistance if necessary
- To liaise with the maintenance company to achieve the efficient operation of all facilities on the premises
- Undertake minor maintenance and DIY
- To operate the heating, lighting etc
- To complete various safety checks, e.g. COSHH across the whole school
- To report major items for repair to senior staff
- To oversee some contractors and deliveries on site
- Undertake any other appropriate duties as assigned by senior staff
- To maintain the School Inventory, excluding IT equipment
- Designated school mini bus driver

### **PRINCIPAL ACCOUNTABILITIES**

#### **PREMISES**

1. Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required.
2. Daily site checks internally to include walk around the whole school site checking that the buildings are well organised, safe and maintained for all stakeholders.
3. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms).
4. Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site.
5. Maintain an ongoing schedule of polishing the hall floor, deep cleaning in school holidays and painting and decorating across indoor and outdoor spaces of school.
6. Provide access to premises and arrange emergency repairs out of school hours.
7. Undertake general porter duties, including moving furniture and equipment within the school in a timely manner.
8. Collect and assemble waste for collection.
9. Facilitate lettings and carry out associated tasks, in line with local agreements.

10. Undertake cleaning as instructed during the school day.
11. Operate the use of domestic and industrial cleaning equipment and materials following appropriate training.
12. Be flexible with working hours, starting earlier or finishing later if required.

#### **GROUNDS MAINTENANCE**

1. Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required.
2. External daily site check to include emptying of external bins and litter picking of the whole site to ensure that the site looks welcoming and well maintained.
3. Act as a designated key holder for the school premises.
4. Undertake minor repairs to the outside spaces across school
5. Maintain the grounds between contractor visits e.g. pruning, weeding and leaf clearing to ensure that the site looks welcoming and well maintained.

#### **HEALTH AND SAFETY**

1. Maintain the health & safety records and attend H&S inspection audits meetings with external contractor 3 times per year alongside the SBM.
2. Ensure all relevant health & safety legislation including School / Trust policies and protocols are adhered to.
3. Store allocated equipment and chemicals safely and securely in line with COSHH regulations.
4. Perform duties in line with health and safety and take immediate action where hazards are identified through the agreed system and report serious hazards to Head teacher or SBM immediately.
5. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings (PAT testing), including Asbestos management plan, legionella, electrical and fire safety regulations (including fire drills) ensuring compliance with regulatory requirement of all times.
6. Oversee onsite maintenance contractors, checking that work is undertaken to required standards and within required timescales.
7. Attend / complete any training courses identified as being relevant to the post.
8. Ensure safe pedestrian access to the school such as clearing snow and gritting as necessary.

#### **ADMINISTRATION**

1. Monitor and arrange regular statutory maintenance and safety checks ensuring these are carried out as per yearly schedule including asbestos and health and safety procedures.
2. Maintain the Site and Maintenance schedule with all statutory checks, appointments and jobs through Microsoft Teams.
3. Meet half termly with the SBM and Office Manager to discuss H&S across school and maintenance of building and grounds.
4. Monitor stock, source supplies and submit orders for processing to the school office and SBM in a timely manner.
5. Receive deliveries to the school site in and out of school hours, checking and signing off against a delivery note or original order and passing paperwork to the SBM in a timely manner.
6. Meet regularly with the property advisor with SBM.
7. Undertake any other appropriate duties as assigned by senior staff.

#### **KEY ORGANISATIONAL OBJECTIVES**

The Post holder will contribute to the school's objectives in service delivery by adhering to:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection and confidentiality legislation
- At all times operating within the school's Equal Opportunities framework
- Contributing to the maintenance of a caring and stimulating environment for pupils
- All policies, procedures, working practice and regulations including safeguarding

**SPECIAL CONDITIONS OF SERVICE**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Police regarding any convictions against them and, as appropriate the nature of such convictions.

**EQUAL OPPORTUNITY**

The post holder will be expected to carry out all duties in the context of and in compliance with Odyssey Collaborative Trust Equal Opportunities Policies.

Date of issue:

Signature of Post holder: