

Job Description Site Manager

Function

To provide a support service complementary to the teaching and learning activities in the academy.

In particular, to be responsible with the Office Manager and Headteacher for the site and premises management.

Job Purpose

To manage the academy premises and site to ensure the health, safety and security of all pupils, staff, parents, governors and stakeholders, including contractors and visitors to the site.

To work under own initiative to ensure workload is prioritised and efficiently completed.

Key Accountabilities

- All adults working at Burrowmoor Primary Academy must ensure that the safeguarding of children is the highest priority and are responsible for reporting any concerns in accordance with the Safeguarding Policy.
- To actively promote the Academy's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.
- To maintain awareness of and commitment to the Academy's Equal Opportunities Policies in relation to both employment and service delivery.
- To comply fully with the Health and Safety at Work Act 1974 etc, the Academy's Health and Safety Policy and the locally agreed safe methods of work.
- To work with colleagues to achieve service plan objectives and targets.
- To participate in employee development schemes and Performance Management, and to contribute to the identification of development needs.

PRINCIPAL RESPONSIBILITIES/DUTIES

Main responsibilities/ Duties

- Under the direction of the Headteacher and Office Manager the Site Manager will be responsible for the maintenance, safety and security of the premises and its contents including:-
- The operation of fire and burglar alarms and key holder responsibilities.
- Lighting, heating, cleaning and letting of the premises.
- Porterage and handyperson duties.
- Minor repairs as and when required.
- Audit of risk assessment of buildings, premises and grounds and for reporting any relevant issues to the governors.
- Liaising with the Head cleaners regarding site cleaning issues.
- General maintenance of academy grounds, including termly risk assessments and liaison with the Grounds contractors.
- Assisting with orders, quotes and tenders for any grounds/premises related costs.
- Working with the Head teacher's/ Office Managers' health and safety representative to promote a safe environment and to identify improvements for the academy's capital building works.
- Co-ordinating the works needed to comply with recommendations from Schools Condition Survey, Asset Management Plan, Accessibility Plan, Disability Survey etc.

Security of Premises

- Act as main keyholder carrying out security procedures for academy buildings and grounds.
- Conduct perimeter checks to ensure that premises have not been disturbed.
- Check and secure windows and internal doors.
- Switch on/off appropriate alarm systems and lighting.
- Lock/unlock gates and external entrance doors.
- Seek to prevent trespass on academy premises and grounds.
- Carry out recognised procedures in the event of fire, flood, breaking and entering, accident or major damage.
- Provide access to the site in the event of emergency situations.
- Deal with enquiries from colleagues, governors, contractors and members of the public.

Lighting and Heating of Premises

- Clean and replace electric light bulbs or tubes which are in a position where safe access is available.
- Operate the heating so that the required temperatures are maintained in the academy premises and that an adequate supply of hot water is available.

External Premises Cleaning

- Walk around the building and play areas daily, picking up paper and litter etc. from all areas, including flowerbeds, drains and gullies.

- Sweep excess dirt from playground and clear leaves and debris.
- Ensure that dustbin points are clear, emptying litter bins and keeping clean and distributing bins as required for refuse and recycling collection.

Porterage

- Take delivery of materials and other goods received by the academy and store them as directed.
- Dispatch goods, materials etc. from the academy.
- Arrange and stack furniture as required.
- Any other porterage duties as required by the academy.

Safety at Work

- Carry out routine health and safety checks relating to the premises e.g. water, fire, alarms, lighting in line with the Ellis Whittam platform expectations
- Ensure that all cleaning and caretaking activities are carried out in a safe manner.
- Comply with all procedures required by the Health and Safety Policy and handbook.
- Ensure all appropriate risk assessments are in place for caretaking/cleaning operations.
- Fire procedures, testing alarm on a weekly basis, co-ordinating fire inspections/alarm.
- Maintain record logs for maintenance of fire safety, asbestos, legionella etc.
- Act as the staff Health and Safety representative.
- Ensure that the Lone Working policy is followed.

Major and Minor Repairs

- The Site Manager must be proactive in dealing with and report any repairs, maintenance or emergency work required at the school to the Headteacher and Office Manager.
- The Site Manager is responsible to report any emergencies in faults with gas, electric, water supplies to the Headteacher, Office Manager and relevant suppliers.
- The Site Manager is responsible for co-ordinating any repairs, obtaining best value for the academy and obtaining quotes and tenders as per DLPT's Finance Policy.
- The Site Manager will facilitate any minor repairs within their ability, training and health and safety constraints, for example: painting and decoration, joiner, minor repairs and improvements, plumbing, internal glazing – remedial action after break-ins, e.g. boarding up broken windows.
- Organise the planning of building works during holiday times.

Staff Training and Supervision

The Site Manager may be required to instruct staff in all aspects of work and cleaning methods.

The Site Manager is responsible for the line management of the cleaning team and cover in the instance of their absence.

The Site Manager may be required to give appropriate instruction, either individually or in groups, of the correct usage of cleaning materials and machinery in accordance with particular reference to safe working practices.

Grounds Maintenance

- The Site Manager is responsible for managing the Grounds Maintenance in co-ordination with the Headteacher and Office Manager.
- Rock salt/grit the playgrounds etc. in frosty weather (to provide a safe pedestrian access in bad weather), to ensure that all drains, gullies and grids are kept free flowing and clean, including clearing blockages.
- Monitoring the Contractors responsible for gardening duties, pruning and clearance by perimeter fencing, weeding to keep area tidy and planting of bulbs etc.

Reporting

The Site Manager will be responsible for all aspects of reporting in relation to Site Maintenance, Cleaning and Repairs and Maintenance.

Holidays to be taken in school holiday time and in agreement with the Headteacher and Office Manager.

General School Support

Attend meetings and training sessions as required.

At the discretion of the Headteacher and Office Manager, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Take part in the wider life of the school and contribute to the school's standing and reputation within the community.

Other Professional Requirements

Understand the duties and responsibilities in relation to child protection and safeguarding children and young people.

Understand fully the academy's Child Protection policy and ensure all issues relating to pupils' safeguarding are reported immediately to the designated members of staff.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

General tasks may be varied from time to time to take into account the changing nature of the academy and demands upon it. Such changes are a normal part of the post and, as such, do not constitute a change to the general job description.

Notes:

This job description may be amended at any time in consultation with the postholder.