

FELIX PRIMARY JOB DESCRIPTION

SITE MANAGER / CARETAKER

Line Manager's job title:	Headteacher
Salary:	Points 7-12 of the Support Staff Salary Scale FTE Salary: £26,759 - £28,984 per annum
Tenure:	Permanent
Contract type:	52 Weeks
Hours per week:	37.5 Hours

THE POST

Felix Primary School is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 13 primary and 9 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a Site Manager / Caretaker.

The first three months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period further. During this probationary period, performance and suitability for continued employment will be monitored.

PERSON SPECIFICATION

The professional competencies expected of a Site Manager / Caretaker are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and experience required of a Site Manager / Caretaker are:

- A minimum of a grade C / 4, or equivalent, in English and Maths GCSE.

JOB SPECIFICATION

General Responsibilities

The Site Manager / Caretaker is responsible for the overall care, maintenance, safety and security of the school buildings, equipment and facilities and to provide practical support and assistance to students and staff to ensure their safety and welfare, as reasonably requested.

Specific Responsibilities

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Care and Maintenance

- Carry out routine planned care and maintenance tasks as set out in relevant schedules and programmes, e.g. fire alarm testing, water hygiene testing etc.;
- Undertake assigned cleaning duties not carried out by cleaners (e.g. emergency clean up or heavy duty cleaning duties such as sweeping outside areas, sealing and polishing floors, cleaning carpets etc.);
- Ensure continued provision of all heating, lighting and ventilation;
- Carry out urgent minor repairs and maintenance tasks as issues arise, or arrange for appointed contractor or SET to attend to where appropriate;
- Oversee work undertaken by appointed contractors in line with any service agreements, ensuring they comply with health and safety and security requirements of the school, escalating issues if necessary;
- Ensure health and safety requirements considered and followed in aspects of all work;
- Ensure all equipment and property is maintained and kept in good working order;
- Undertake opening and closing procedures for the site and buildings, ensuring all security measures are in place;
- Provide out of hours on call service as agreed;
- Ensure stocks are maintained for maintenance and cleaning consumables, ordering replacements as and when required in accordance with purchasing guidelines.

Health and Safety

- Carry out regular assessments to identify potential risks and hazards and ensure appropriate action taken to address;
- Ensure all H&S assessments are documented and records accurately maintained;
- Respond promptly to issues raised by staff in relation to health and safety issues;
- Keep up to date with relevant policies and procedures and ensure adherence to at all times;

- Be familiar with and adhere to COSHH requirements;
- As above for manual handling;
- Undertake regular checks as required to ensure fire regulations are met;
- Ensure appropriate training received before carrying out relevant tasks.

Support for Staff and Students

- Move furniture and other equipment as needed to meet the needs of the school;
- Assist teachers and staff as needed to erect or dismantle equipment and move materials or supplies;
- Provide necessary support for functions and events, collecting and delivering equipment etc. as needed;
- Deliver parcels between sites/departments;
- Ensure appropriate ordering and stock control of equipment and materials as assigned responsibility for;
- Work collaboratively with other staff both within the school, and in other Foundation and Trust locations, occasionally providing support elsewhere upon request.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

HOURS OF WORK

Paid Weeks per year	52 Weeks
Hours per week	37.5 Hours
Normal working Pattern	Monday – Friday 10:00-18:00
Unpaid Breaks	30 minutes lunch break where the working day exceeds 6 hours
Holidays	Holidays in accordance with normal entitlement (see below) shall be taken at times mutually agreed with the Line Manager. Holidays should normally only be taken outside of term-time
Annual leave entitlement	Annual holiday entitlement for full-time support staff will be 33 days (including bank holidays), rising to 37 days after 5 years' service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.

REMUNERATION

- Points 7-12 of the Support Staff Salary Scale
- FTE Salary: £26,759 - £28,984 per annum

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.