

Headteacher: Mrs M. Constantinou BEd

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St Mary's Church of England Primary School

Job Description for the position of Site Manager/Caretaker

Job Title: Site Manager/Caretaker

Relationships:

Accountable to: The Governing Body and Headteacher

Responsible to: The Headteacher

Reports to: The Headteacher and School Administrator

Job Purpose: To promote the ethos of our school within the context of our mission statement.

To provide pastoral care, guidance and routine advice to pupils as appropriate.

Ensuring the health and safety of all pupils in accordance with the school policies and procedures.

To promote and support the school's Behaviour and discipline Policy and have an understanding of the school's policies and procedures adhering to them as appropriate.

Contract of Employment:

- Hours 36 hrs = 7.2 hrs / 52 weeks per year
- One month's notice of termination of employment, in writing, is required
- The Headteacher must be notified immediately in cases of sickness or unavoidable absence.
- Opportunities for in-service training will be provided

Schedule of Hours:

- 36 Hours to be worked over 5 days per week (Mon-Friday)
- Morning start time: 07:15 am End time: 10:00 am (Mon-Fri)
- Afternoon start time: 13:15 pm End Time 17:45 pm (Mon-Fri)
- During School Holidays - Hours 7.15 am to 14.45 pm with 30 mins unpaid break during term time
- Annual Summer Fayre – Last Saturday in June – Hours 7.30 am to 16.30 pm with appropriate break
- Annual Christmas Fayre – Last Saturday in November - Hours 7.30 am to 16.30 pm with appropriate break

Purpose of the Job

To be responsible for all aspects of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes security, cleanliness, portage, monitoring contracts/contractors, routine maintenance and refurbishment, minor repairs, advising the School Business Manager/Headteacher on suggested improvements to the general school environment, to improve the productivity of site management and to carry out pre-planned maintenance programmes.

Key Accountabilities/duties/responsibilities

- To ensure that buildings and the site are secure, including during out of school hours and taking remedial actions if required
- To perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, reporting serious hazards immediately
- To be responsible for the Health & Safety of the site, including undertaking regular health and safety checks of buildings, grounds, fixtures and fittings (including compliance with fire safety regulations and equipment in line with other schedules)
- To ensure that the management and maintenance of the school buildings and environment are effectively undertaken
- To undertake minor repairs and DIY projects, such as paint a classroom, change light bulbs etc
- To monitor the performance of the cleaning contractor and liaise with the area manager to ensure a clean, tidy and well maintained school environment
- To oversee onsite maintenance contractors on site, checking that work is completed to required standards and within required timescales
- To attend necessary training (e.g. INSET/ Health & Safety/Safeguarding and Child Protection/Other Relevant Courses)
- Monitor materials and stock and/or submit orders for supplies
- May show contractors round to obtain quotes for routine maintenance on school premises

Specific Responsibilities

PREMISES MANAGEMENT

- To monitor the day to day maintenance, repair and cleaning of the school
- On occasions to attend and contribute to Health & Safety walks
- To advise on a rolling programme of redecoration/refurbishment
- To order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes, ensuring best value for money is received
- To assist the Headteacher to prepare documentation for tenders or specifications of small to medium projects
- To develop appropriate monitoring procedures to ensure that the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies
- To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate manual records where appropriate in accordance with compliance regulations
- To monitor work requests ensuring that day to day maintenance tasks and requests for minor works are undertaken as expediently as possible and actions recorded in a timely manner
- To ensure that you act efficiently and effectively so that the site is maintained to a high standard

SECURITY

- To be responsible for the security of the premises
- To be responsible for locking unlocking and locking of the school (07.30 am – 18.00 pm)
- To ensure that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly
- To check, all perimeter fences, security devices, fire appliances, and alarms
- To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results recorded
- To monitor, report and advise the Headteacher on all security matters
- To be aware of all out of hours' activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.
- To act as designated keyholder keyholder, providing out of hours and emergency access to the school site as required

GENERAL SITE DUTIES

- To set and monitor the school heating and hot water systems
- To take energy readings on a monthly basis (gas, electric and water)
- To ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets checked daily for fresh supply of disposables etc.
- To ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards
- To ensure the main school hall floors are kept clean and polished
- To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met.
- To manage the provision of a portering and furniture moving service as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming
- To ensure that orders received into school are delivered to the appropriate area/person as necessary
- To ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, air conditioning units, firefighting equipment, lightning conductors etc. and results recorded
- To ensure light bulbs, fluorescent tubes and starter switches, etc. are changed as necessary and fittings and shades are cleaned regularly
- To use appropriate equipment to maintain grounds, ie mowing grass, hedge trimming, weeding etc
- To maintain stage and drama equipment, including stage lighting
- To ensure that all projector filters are cleaned monthly
- To monitor and report IT issues as necessary in relation to whiteboards, computers and projectors and to carry out minor repairs as necessary i.e. changing projector bulbs
- To arrange PAT testing and keep accurate records
- To ensure all indoor and outdoor plants are adequately watered during school closure periods
- To ensure that the milk fridge is regularly cleaned
- To undertake minor window cleaning as required
- To collect and dispose of all waste, refuse and surplus materials

- To clear up bodily fluids after accidents adhering to health & safety procedures
- To perform the summer cleaning of the chairs and tables in the KS1 and KS2 classes alongside the lunch time table & chairs
- To carry out emergency cleaning if required

HEALTH & SAFETY

- To ensure that all working practices for the Premises Team comply with current legislation
- To provide safe access to the school in the event of snow, ice or flooding
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc.
- All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and St Mary's School Health & Safety Policy and Procedures

ADMINISTRATION

- To assist in maintaining the school's equipment and plant inventory
- To place orders, via the school office, for items of housekeeping ensuring stock levels are maintained
- To order repairs and maintenance items in liaison with the School Admin Team
- To maintain a log, of all inspections and checks carried out
- To establish and maintain a list of repairs / improvements
- To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept
- To maintain all tools and equipment in good repair and arrange for the training of members of the Cleaning Premises Team on their safe use
- To ensure mechanical equipment is inspected prior to each use
- To ensure power tools are inspected before use and are PAT tested as required
- To assist the Headteacher with obtaining tenders and quotes
- To carry out regular H&S inspections and Risk Assessments on his/her own and with the Headteacher
- To carry out other duties of a similar nature from time to time as may be required by the Senior Leadership Team

The above areas and responsibilities are not exhaustive and you may be required to undertake other appropriate responsibilities and training as requested by your line manager.

This job description does not form part of the contract of employment. It describes the way in which the Site Manager/Caretaker is expected and required to perform and complete the particular duties as set out above.

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

SITE MANAGER - PERSON SPECIFICATION

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short-listing is carried out on the basis of how well you meet the requirements of the person specification. **YOU MUST COMPLETE YOUR STATEMENT OF SUITABILITY BY ANSWERING THE POINTS LISTED IN THE PERSON SPECIFICATION BELOW IN NUMBER ORDER.** You should mention any experience you have had which shows how you meet these requirements. If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities shown below.

Qualifications and Experience

1. Hold recognised training/qualifications associated with premises management including at least GCSE grade C or above in both English and Maths (or equivalent)
2. Significant experience or skills in a trade
3. The ability to understand and apply regulations such as health & safety, manual handling, COSHH, Water Hygiene, Legionella, etc.
4. The ability to operate and understand electrical/mechanical systems
5. Risk Assessment experience/qualification
6. Competent at basic building repairs and maintenance
7. To be able to use small industrial, electrical and mechanical equipment
8. Supervisory experience

Ability, Skills, Knowledge

- Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post
- Good communication skills
- Excellent numeracy and literacy skills
- Good IT skills
- Sound planning and negotiating skills
- Ability to gather information, analyse data and problem solve
- Ability to manage own time effectively and demonstrate initiative including establishing priorities
- Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests
- Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school
- Ability to manage people directly and indirectly
- Ability to adapt to changing and conflicting demands
- Ability to be flexible and work as part of a team or individually as required
- Ability to demonstrate an understanding of children and special education needs
- Ability to contribute to the life of the school community
- Ability to adhere to the school's policies and procedures and most importantly the Equal Opportunities Policy, Child Protection Policy and all Health & Safety related policies.
- Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely