

JOB DESCRIPTION Site Manager Grade 5a



Job Title: Site Manager

Reporting To: Business Manager

Overall Purpose of the Job: To be responsible for the maintenance and upkeep of the school site (both internal and external), to a safe, clean and tidy standard.

Principal accountabilities:

H&S, firefighting & security equipment

To ensure that all firefighting equipment is in good working order and to effect minor repairs where necessary.
To regularly test fire alarms and keep accurate records.
To liaise with the fire service and other emergency services.
To report breakdown of alarm equipment to contractors/LA.
To keep abreast of H&S procedures, undertake risk assessments and update all relevant H&S regulations.
Identify and isolate hazards, perform basic maintenance.
To liaise with fire alarm monitoring company to ensure constant cover in place.

Security of premises

To ensure security alarms and lighting systems are in effective working order, report problems to appropriate contractor/LA, ensure remedial work is carried out promptly.
To ensure caretaking staff are effective in securing all doors and windows at closing time.
To make site secure following break-ins, report to police, advise Business Manager re insurance.
To advise contractors/LA re opening times and holiday periods.
Attend out of hours call-outs as necessary.

Cleaning of buildings/grounds

To manage cleaning team including allocation of workloads, monitor standards and take action where necessary, to ensure good working order of all cleaning equipment, responsibility for stock of cleaning materials.
Supervise routine collection of waste, ensure bins in good working order, monitor the collection of hygiene bins.
Ensure site is free of litter and graffiti, ensure safe repair or disposal of damaged fixtures and fittings.
To line manage the grounds/site assistant.

Heating

Ensure safe and effective operation of boilers.
Monitor fuel consumption and investigate anomalies.
Ensure boiler house is kept clean, tidy and safe.
Identify maintenance and servicing requirements and monitor annual checks.
Organise weekend boiler checks.

Utilities

Check meter readings for accuracy.
Report damage/leaks to contractors/LA and ensure remedial work is carried out.
Ensure regular service checks take place.

Administration

Keep maintenance schedules and reports up to date and provide information as requested by Business Manager.
Liaise with LA re contractors for site maintenance and repairs. Seek quotes for minor works in line with Best Value principles.
To be responsible for all aspects and use of school premises.
Liaise with Head, Business Managers and Governors re site development plan.
Attend H&S inspection meetings.

Perform other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

The postholder may also be asked to provide support in other areas of the school when necessary and as appropriate to their role.

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General Information:
<ul style="list-style-type: none">• The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
<ul style="list-style-type: none">• The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the postholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.
<ul style="list-style-type: none">• The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.
<ul style="list-style-type: none">• East Riding of Yorkshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.