



# The Hawthorns Primary School

## Site Manager Job Description

### Job details

**Salary:** NJC Grade 5 [Salary range: points 12-17 - £26,421-£28,770]

**Hours:** 37 hours per week, working split shift: 7:00-10:25 and 15:00-19:00

**Contract type:** Full-time, Permanent

**Reporting to:** School Business Manager (SBM)

**Responsible for:** The day-to-day management, operation, security, safety, cleanliness and general maintenance of the school site.

### Main purpose

The Site Manager is responsible for:

- › Maintaining clean, safe and secure school premises, which includes buildings and grounds
- › Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, portorage, and minor repairs
- › Supervision of school cleaning staff
- › Promoting health and safety around the school
- › All other aspects of site management, such as supervising external contractors, and site use and development planning

### Duties and responsibilities

#### General duties

- › Carry out portorage duties, such as moving furniture and equipment around the school, arranging chairs and equipment in the hall for performances.
- › Maintain the general school premises, furniture and fittings, and report any issues to line manager
- › Carry out small repairs and DIY projects
- › Arrange for major repairs and works to be carried out including sourcing quotations from contractors in consultation with the SBM.

- › Undertake the day-to-day management of the maintenance, cleaning supplies and hygiene budgets, reviewing these monthly.
- › Meeting regularly with the SBM advising of any maintenance or repair work as necessary.
- › Arrange a programme of work for renewal/redecoration with the SBM on a termly basis and carry out any agreed improvements ensuring compliance with Health and Safety standards
- › Advise on site development projects and make recommendations on site use
- › Order/purchase equipment and supplies within the budget agreed with school management, ensuring value for money is obtained.
- › Confidently and proactively use the school's management system (Smartlog) to log checks, inspections, maintenance work and keep records which are shared with the SBM and Headteacher to ensure total H&S compliance.

## **Cleaning**

- › Carry out daily cleaning of allocated areas
- › Ensure that playgrounds, paths and driveways are in a satisfactory clean condition and free from litter.
- › Carry out ad-hoc cleaning duties, such as litter picking, window cleaning and arranging the disposal of waste
- › Clean external drains and gullies
- › Carry out emergency cleaning duties, such as gritting and cleaning up spillages
- › Arrange an annual deep clean of classrooms, staffrooms, kitchen, dining areas, cupboards and other frequently used spaces on school premises
- › Take responsibility for the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels
- › To issue soap, toilet rolls and paper towels and such other items as required by the school.
- › Ensure that protective clothing is worn as required and safe working methods are adopted.

## **Security**

- › Maintain the security of the school premises as the main key holder
- › Lock and unlock the premises as required, including out of school hours when necessary
- › Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off
- › Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures
- › Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are carried out.
- › Patrol the site to check for hazards, damage and intruders.

- › Alert the SBM to any risk to a breach of security.
- › Carry out specified procedures in the event of fire, flood, breaking and entering, accident or major damage.
- › Prevent trespassing and unauthorised parking on the school premises.
- › Advise the Headteacher on all matters relating to school security and safety

## **Health and safety**

- › Ensure a safe working and learning environment in accordance with relevant legislation
- › Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to line manager
- › Carry out the testing on the fire alarm system on a weekly basis, recording results in the Fire Logbook.
- › To routinely monitor the operation of the fire doors, lighting, heating, plumbing and security systems.
- › Provide safe access to the school in cold weather conditions
- › Make sure all members of the team follow health and safety procedures
- › Monitor the work of contractors, ensuring safe working practice and quality of work
- › Make sure the use and storage of chemicals is in accordance with COSHH and that all staff who have access to these have been appropriately trained
- › Ensure all allocated equipment and materials are stored safely in order to prevent potential accidents/misuse.
- › Undertake termly Health & Safety inspections with the Health & Safety committee, reporting to Governors and acting upon any issues highlighted.

## **Line management**

- › Manage the cleaning team on a daily basis and ensure the smooth running of the team
- › Supervise, allocate work to, and carry out induction and on-the-job training of cleaning staff
- › Manage cleaner absence ensuring the cleaning duties are sufficiently covered by other available staff
- › Carry out performance management duties and make sure all staff in team have relevant, required training
- › Manage and monitor the performance and standard of cleaning carried out by the cleaning contractor.
- › Liaise with the cleaning contractor supervisor, as necessary, to maintain standards, keeping the SBM informed of any breaches to contract
- › Organise the school holiday periodic cleans
- › Manage and oversee the contractual grounds maintenance company

## Responsibilities

- › Be committed to the safeguarding and promotion of the welfare of children and young people
- › Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- › Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- › Contribute to the overall ethos/work/aims of the school
- › Establish constructive relationships and communication with all staff and other agencies/professionals.
- › To ensure the school grounds remain tidy and the equipment kept in good order
- › Recognise own strengths and areas of expertise and use these to advise and support others
- › Identify appropriate training opportunities to keep up to date and develop own knowledge and skills
- › Participate in training on INSET days and other learning activities and performance management processes adopted by the school.
- › Ensure that cleaning staff carry out their duties professionally and effectively
- › Build good relationships with contractors and external visitors, effectively communicating at all levels
- › Liaise with contractors or external agencies, as appropriate, regarding access to the site.
- › Ensure contractors and external visitors comply with security, safeguarding and health and safety policies and procedures while on school premises
- › Direct, inspect, monitor and record contractor's work performance assisting the SBM or other appropriate manager in ensuring that the work is completed in line with the specification and carried out to the required standard. Take any appropriate action to resolve problems.
- › Responsibility, by negotiation with the Headteacher, for various out of hours work on evenings and weekends when it is related to school activities.

## Lettings:

- › Cover lettings of the school premises, as required and in accordance with the Lettings Policy.
- › Letting duties includes opening and locking up and general supervision to ensure that the premises are left in a clean and tidy condition at the end of the letting.
- › Attendance on site during lettings outside normal working hours.

## Other areas of responsibility

The Site Manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff Code of Conduct.

Please note that this job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Site Manager will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

# Person Specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Level 2 Award in Support Work in Schools</li> <li>• Health and safety qualifications</li> <li>• First aid qualifications</li> <li>• Good standard of general education e.g. GCSE English, Mathematics and Science</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Caretaking</li> <li>• Building maintenance work and repairs</li> <li>• Security, including alarm systems</li> <li>• Cleaning work</li> <li>• Some DIY</li> <li>• Working in a team</li> <li>• Supervising/managing a small team of staff</li> <li>• Working with contractors</li> <li>• Previous experience of working in a school or in a similar role is desirable</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Good knowledge of health and safety regulations</li> <li>• Ability to work flexibly, independently and as part of a team</li> <li>• Basic DIY skills</li> <li>• Ability to plan, organise and prioritise</li> </ul>

<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Good written and oral communication skills</li> <li>• IT literate</li> <li>• The ability to form and maintain good working relationships with staff, contractors, external visitors, parents and other stakeholders</li> <li>• Excellent communication and interpersonal skills</li> <li>• To be highly proactive and be able to work independently</li> <li>• The ability to remain calm in challenging situations, give advice and find solutions</li> <li>• Able to work flexibly and out of school hours as required</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to promoting the vision, ethos and values of the school and getting the best outcomes for all pupils</li> <li>• A commitment to uphold the school's code of conduct</li> <li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Embraces change well</li> <li>• Deals with difficult situations effectively</li> <li>• Able to think on their feet to deal with emergencies and resolve problems as they arise</li> </ul>
<b>Physical requirements</b>	<ul style="list-style-type: none"> <li>• Be reasonably fit to carry out the duties of the job</li> <li>• Able to carry out manual handling and lifting</li> <li>• Able to carry out work at high levels using appropriate equipment</li> </ul>

**Notes:**

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

**Headteacher's signature:**

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**Date:**

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**Postholder's signature:**

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**Date:**

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