



The Hayes Primary School

Site Manager

Job Description and Person Specification

The Hayes Primary School

Job Description

Job Title:	Site Manager
School:	The Hayes Primary School
Grade Range:	Grade 7 – Scp 23 – 25
Hours per week:	6.30am – 11.30am (Split Shift) 3.10pm – 6.10pm
Work Pattern:	Full Time
Location:	Hayes Lane, Kenley, CR8 5JN
Reports to:	Head Teacher/Deputy Headteacher/School Business Manager
Responsible for:	Contract Cleaners/School Cleaner
Role Purpose and Role Dimensions:	Responsible for the property and asset management of the School/Academy. Liaising daily with the Headteacher/Deputy Headteacher/SBM on caretaking and site management issues. Manage the caretaking and cleaning staff of the school. Ensure the security of the school premises. Maintaining any machinery or plant within the School/Academy. Maintaining the internal and external fabric of the school premises as a safe working environment. Maintaining the school swimming pool.
Commitment to Diversity:	As a member of the school community to take individual and collective professional responsibility for championing the school's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.
Key External Contacts:	<ul style="list-style-type: none">▪ Contractors and suppliers▪ Facilities providers▪ Parents▪ General Public
Key Internal Contacts:	<ul style="list-style-type: none">▪ Headteacher▪ Deputy Headteacher/SBM▪ Care taking staff▪ Cleaners▪ Governors▪ Staff▪ Pupils
Financial Dimensions:	<ul style="list-style-type: none">▪ Assist the Headteacher/SBM in the property and asset management of the School/Academy.▪ Advising the Headteacher/SBM on the cost of external providers and ensuring that a proper procurement process is followed when purchasing goods and services.▪ Responsible for hand tools, equipment such as lawn mowers and other small machinery.

Key Areas for Decision Making:

- Ensure that vital information such as cleaning rotas and site keys are available and documented for staff as required.
- With the assistance of the Headteacher/SBM select the provider for services for the school following Best Value principles.

Other Considerations:

Key Accountabilities and Result Areas:

Management and Supervision

Key Elements:

This will involve:

- The Site Manager must ensure that contractors or directly employed cleaners perform to the standard laid down in the cleaning specification. The Site Manager will report to the Headteacher/DHT/SBM on any failure to meet the required cleaning standards.
- Dealing with enquiries from staff, pupils, parents and the public.
- Planning and work allocation for other caretaking staff, and directly employed them and cleaners where required.
- Induction and instruction of other caretaking staff and cleaners to ensure they are conversant with their duties and the standards of work expected of them, and appropriate on-the-job training as required.
- Supervision of caretaking/cleaning staff to maintain effective working relationships, to ensure good timekeeping, dealing with minor grievances and problems and ensuring work schedules and standard are maintained.
- Certifying weekly time sheets for cleaners, and preparing claims for caretaking fees for lettings.
- Undertake yearly fire risk assessment training
- Attend training courses where appropriate
- Reporting to Governing Board which will involve attendance at Governors meetings.
- Managing and monitoring any facility or building contractors that are undertaking work on the school premises.
- Occasional care and feeding of School pets during holiday times.
- Occasional watering of plants.
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

Heating

This will involve:

- Manage, check and control system function, including frost precaution procedures.
- Maintain stock levels as required including ordering and receipt of supplies.
- Vent heating system as required.
- Oil and grease pumps, clean all external parts of system including tops of burners as required, with due regard to safety requirements including isolation of plant as required.
- Report all defects to the appropriate maintenance contractor.
- Change filters as appropriate

Key Accountabilities and Result Areas:

Security

Key Elements:

This will involve:

- Manage the opening and closing School to include all appropriate gates, windows, doors and fire escapes for the purpose of School use, cleaning, maintenance, emergency services.
- Consult with Headteacher for cover arrangements for lettings and out of School hours' functions.
- Ensure the weekly checking and proper operation and function of all alarms and fire equipment. Check daily emergency exits and entrances are not obstructed.
- Liaise as necessary with emergency services including the calling of the services as appropriate.
- Compile reports on acts of vandalism to the Headteacher/SBM.
- Assist in the management of internal mail courier duties as required by the Headteacher.
- General site supervision, including prevention of trespass, ensuring that unauthorised parking does not occur, in conjunction with the Headteacher, ensuring the safe use of the school site at all times.

Energy Conservation

This will involve:

- In conjunction with the Headteacher, implement all agreed policies.
- Manage the reading, recording and reporting all meter readings as required by the Headteacher and or Energy Conservation Officer.
- Liaison with the Energy Conservation Officer.
- Implement recommendations authorised by the Headteacher.

Emergencies

This will involve:

- Cleaning sickness, etc and spillages as required.
- Ensure all bursts, leaks, flooding, fires and breakages are dealt with promptly and safely as appropriate.
- Ensure all electrical and gas emergencies breakages are dealt with promptly and safely as appropriate.
- Ensuring access, assist and secure premises for all emergencies services as necessary.

Lettings

This will involve:

- Support the lettings process as required.
- Performing all the above when required being on duty to ensure effective lettings; ensuring areas are cleaned as required in accordance with the School/Academy/Local Authority's arrangements.

Key Accountabilities and Result Areas:

Internal Maintenance

Key Elements:

This will involve:

- Reporting all defects which require specialist repair.
- Visually inspect electrical fittings and report defects as required. Replace bulbs, fluorescent fittings, shades and domestic fuses as required.
- Regularly inspect all plumbing and report/repair defects as appropriate.
- Regular measurement of water temperature to prevent Legionella.
- Manage the synchronisation of all clock, time switches, etc as required.
- Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate (excluding electrical equipment).
- Subject to the requirements of Health and Safety and the use of proper equipment, touch up decoration on any area agreed as reasonable with the Head Teacher.
- Be responsible for the supply and availability of hygiene materials as required.
- Receive and move supplies to various parts of the building as appropriate.
- Manage the removal of all graffiti as required.

External Maintenance

This will involve:

- To maintain cleanliness and general tidiness of all external areas, and empty litter bins daily.
- Clean and clear all drains, gullies and ensure effective and healthy operation.
- Inspect outside fabric of the school and report and/or repair defects as appropriate.
- Inspect all fences, gates, walls, steps, lights etc, report and/or repair defects as appropriate.
- Agree a system with Governing Board, and Head Teacher for window cleaning arrangements, and monitor if appropriate.
- Manage the cleanliness of leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt, etc. Order any necessary de-icing materials.
- Inspect all outside areas for hazardous materials. Consult with Head teacher for the best method of removal.
- Manage the maintenance of School gardens including bulb planting, grass cutting, liaising with external ground contractors etc.

School Cleaning

This will involve:

- Where cleaning is undertaken by direct labour or contractor, ensure that the School/Academy is cleaned to the agreed specification. Report any shortcomings to the Headteacher/SBM.
- In accordance with the schedule laid down, check regularly that the barrier matting is serviceable and that routine maintenance (dust bags, filters, etc) of buffers, sprayers, etc is undertaken.
- On direction from the Headteacher, ensure that any temporary departure from the standard cleaning specification is carried out effectively within the approved budget (major School activities, inclement weather problems, emergencies, building works, etc).
- In areas where the Site Manager undertakes a proportion of cleaning, undertake the cleaning of those areas as directed by the Headteacher.

Key Accountabilities and Result Areas:

Swimming Pool

Key Elements:

This will involve:

- Attending Pool Maintenance Training to undertake the following tasks:
- Ensure the swimming pool is correctly treated, heated and cleaned.
- Test the balance of pool water, chlorine and PH levels.
- Recording results and reporting any discrepancies to SLT.
- Ensuring the area is of a high standard suitable to hire.
- Ensure the pool cover is on and the lights are off at the end of the day.

Stock Control

This will involve:

- Maintaining stock levels as required and ordering and receipt of supplies within agreed budget in consultation with SBM.
- Ensuring safe storage of all stock in clearly labelled cupboards/areas.
- Maintaining an up-to-date list of all hazardous substances and where they are located. A copy to be kept in School office in case of emergency.

Data Protection

This will involve:

- Being aware of the School's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.
- Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**.

Confidentiality

This will involve:

- Treating all information acquired through employment, both formally and informally, in confidence.

There are strict rules and protocols defining employee access to and use of the school's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities and Diversity

The school has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. This includes respecting and valuing the different experiences, ideas and backgrounds others can bring to work and to teams.

Key Accountabilities and Result Areas:

Safeguarding

Key Elements:

This will involve:

- Displays commitment to the protection and safeguarding of children and young people.
- Values and respects the views and needs of children and young people.
- Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children.

Customer Care

This will involve:

- Able to demonstrate a commitment to the School/Academy's Customer Care Policy.

Health and Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

To contribute as an effective and collaborative member of the School/Academy Team

This will involve:

- To participate in training to be able to demonstrate competence.
- To participate in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the school.
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions.

Person Specification

Job Title:

Generic School/Academy Site Manager

Essential knowledge:

- An understanding of health & safety requirements of a School or other public institution.
- Demonstrate knowledge of security methodology for both building and grounds without risking the health and safety of the school community.

Essential skills and abilities:

- D.I.Y. skills to undertake day to day repairs and maintenance of building, including a working knowledge and operation of the school heating system.
- To communicate clearly to all sections of the school community both verbally and in writing.
- Excellent communication skills together with the ability to communicate fluently in English to fulfil the requirements of the post.
- Displays commitment to the protection and safeguarding of children and young people.
- Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children
- Ability to assist in the training of new cleaning staff.
- Understanding of the principles of health & safety in a school environment including COSHH.
- Ability to manage own time effectively and demonstrate initiative including establishing procedures and prioritizing own workload.
- Ability to adhere to working procedures and policies within the school environment.
- Ability to operate as part of a team or individually as required.
- Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment to undertake the duties of the post.
- Ability to carry out a range of administrative tasks, including stock taking and ordering.
- Display a conscientious and logic approach to the variety of tasks necessary for the smooth running of the school.

Essential experience:

- Experience of monitoring and liaising with contractors and suppliers.
- Experience of current cleaning materials/methods/appliances and monitoring the quality of work undertaken by the school cleaning staff.

Special conditions:

- Take part in the school's performance management system.
- Attend Governing Board meetings on a regular basis.
- Enhanced DBS Check