

# **Job Description**

## **Site Manger**

**Pay Scale:** Scale 5 Point 11 ~£23,000 per annum based on around 35 hours per week

**Responsible to:** School Business Manager & Head Teacher

### **Key responsibilities:**

- Take pride and care of the whole school site, ensuring that it is kept both safe and attractive at all times
- To provide general security and maintenance of the school premises
- To manage the school cleaning staff

### **Duties**

#### **Safety & Security:**

- As a main key holder, to be responsible for the security of the school premises, and along with the Head teacher, make arrangements to cover periods of absence of other key holders
- To check that all doors, windows and gates are locked at the end of the day
- To lock and unlock the school premises outside of normal school hours for external clubs and activities as required
- To respond to security alarm or other call outs in accordance with agreed procedures
- To conduct and record the efficiency of alarm systems weekly
- To ensure that pedestrian access is safe and clear of debris, especially in times of adverse weather
- To treat entrances and paths with salt/grit when required
- To note Health & Safety hazards around the site, record these and address as necessary

#### **Site management**

- To keep surface drains and guttering free of obstruction
- To identify and report building, furnishing or fittings deficiencies to the Head teacher and to undertake any remedial action that is appropriate and authorised. This may involve obtaining quotes or arranging emergency repairs from external contractors
- To contribute to the maintenance and appearance of the school premises, and its furnishings e.g. remedial painting and decorating, repairs to fittings and small scale improvements as agreed by the School Business Manager or Head teacher
- To escort contractors and other persons to sites of repair and maintenance and, where appropriate, monitor the safety of their working practices or quality of their work
- To take delivery of stores, goods and equipment and arrange safe storage and distribution as required
- To exercise overall responsibility for the operation of the school heating systems; ensuring that all plant and equipment operates safely and efficiently
- To maintain toilet facilities across the school, ensuring they are in working order and that appropriate supplies of consumables are available

## **Managing others**

- To exercise responsibility for the supervision of the cleaning staff employed by the school, including the monitoring of standards and advising on the correct use of materials and equipment
- To set up contingencies arising outside of your working hours or periods of illness, such as access to school keys, and responsibility passing to another member of the team
- To make arrangements, as authorised by the Head teacher, for the purchase of any cleaning equipment and materials that may be required

## **Cleaning**

- To be responsible for the general tidiness and safety of the outdoor areas, including daily emptying of outdoor bins
- To complete emergency cleaning as required, such as in the event of an absence

## **General**

- To set out / put away furniture for school events, and undertake general portering as required by the Head teacher
- To make appropriate arrangements for the collection of school waste

## **Person specifications**

- Proven work ethic; ability to manage own time effectively to achieve tasks and work without direct supervision
- Knowledge and experience of relevant health and safety procedures, operation of cleaning equipment, cleaning agents and DIY skills
- Effective communication and interpersonal skills
- Ability to identify health and safety hazards throughout the school premises
- Good numeracy, literacy and computing skills
- Ability to work as part of a team and the confidence to take responsibility for managing the cleaning team