



Job Description Primary Site Manager

Job Title	Site Manager (Primary School)
Grade	Band 3 17-25 (£18,672 - £23,111 per annum full time or pro-rata part time).
Reports to	Head teacher/Senior site manager/Finance Manager
Responsible for	Caretaking and Cleaning staff
Liaison with	<i>Head teacher, senior site manager, office staff, Trust, Governors, contractors, hirers,</i>
Job Purpose	To contribute to the smooth running of the School by organising and managing the caretaking/cleaning team and undertaking effective supervision, caretaking maintenance, Health & Safety and security of the site and related resources.
Duties	<p>The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the post holder.</p> <p>Security and Supervision</p> <ul style="list-style-type: none"> • To organise and manage own workload that that of the caretaking and cleaning team. • Act as keyholder and carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm(s). • Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations. • Dealing with enquiries from officers and employees of the Local Education Authority, TLPT Directors, Governors and other workers/contractors and, where appropriate in liaison with the Head teacher • Attempting to prevent unauthorised access onto the school premises or grounds. • (Note: in fulfilling this responsibility all employees are expected to work within established school procedures and the Code of Practice No. 32(S) Managing Violence in Schools). <i>(List only key tasks. These could be under subheadings)</i> Monitoring and ensuring the cleanliness of the School premises and furnishings. <p>Caretaking and maintenance</p> <ul style="list-style-type: none"> • Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures.

	<ul style="list-style-type: none"> • Making arrangements for the carrying out of routine procedures or inspections on ancillary equipment, e.g. checking automatic pumps and areas subject to flooding, and the maintenance of batteries. • Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage. • To identify and prioritise maintenance requirements and prepare and organise work programmes. • To arrange for the caretaking team (including the postholder) to carry out first line repairs and maintenance which are not beyond the competence of the staff concerned:- • plumbing work – e.g. repairing a leaking pipe, simple installation work, such as plumbing in a new tap, or replacing washer etc.; • redecoration as appropriate; • plastering work such as repairing cracked or broken plaster, making good damaged walls, for example, following the removal of say, shelving or similar fittings; • fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc.; • Glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external. N.B. Specialist contractors would be used for repairs to large windowpanes or double-glazed units or windows at a high level. • Drawing up, or assisting in the drawing up of specifications, for work to be undertaken by contractors. • Arranging for works to be undertaken and monitoring the progress of projects involving outside contractors. • Undertaking cleaning of allocated area(s), and secondary cleaning and overseeing/ directing the work of contracted cleaners. • Monitoring the standards of cleanliness of the premises and furnishings and reporting any deficiencies to the Head teacher/ cleaning contractor. • Ensuring that adequate supplies of cleaning materials and other supplies are available; as well as liaising with the cleaning contractor to ensure that they meet their contractual obligations. • Washing internal walls e.g. classrooms, corridors, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements. • Window cleaning, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements. • Washing and cleaning of diffusers and replacing bulbs/tubes. • Ensuring that all areas within the confines of the site are free from litter and that all drains and gullies are free flowing and clean. • Making arrangements for the delivery of stores, materials and other goods and their conveyance to their points of distribution. Dispatching laundry, goods, materials etc.
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	<ul style="list-style-type: none"> Ensuring that all caretaking equipment is in a safe and working condition and arranging for their repair as appropriate. Preparing the school premises and site for out of school activities and clearing up after these activities. <p>Other duties</p> <ul style="list-style-type: none"> Testing portable electrical equipment if trained and accredited to do so. Assisting in the recruitment and selection of caretaking and cleaning staff and the allocation of duties and hours of work. Planning own work and priorities in liaison with the site team and cleaning staff. Issues relating to supervision/ management of staff. Provide/arrange the appropriate induction and training form premises/ cleaning staff. Completing claims for caretaking fees for lettings and making out forms for the requisition of stores and repairs. Maintenance of Inventory in liaison with the Finance Manager. Carrying out an annual check of equipment against the Inventory and update as required. Banking/ security- supporting the Senior site manager with trips to the bank. <p>Health & Safety</p> <ul style="list-style-type: none"> Ensuring the implementation and compliance with appropriate Codes of Practice throughout the School (in relation to premises and caretaking/cleaning issues) in liaison with the Senior Site Manager, TLPT Director for H&S and head teacher. Update and implement risk assessments as appropriate to the Code of Practice in liaison with the Senior Site Manager, office team and head teacher. Monitor the agreed H&S systems and procedures in the school and report any issues to the Senior Site Manager/ Head teacher/ Trust Director as appropriate. <p>General</p> <p>Such other duties relating to the use of the premises and site as may be necessary from time to time in accordance with established local practice or with the reasonable requirements of the School, Governing Body/ Trust. The duties may be varied by the Head teacher and/or Governing Body/ Trust to meet changed circumstances in a manner compatible with the post held.</p>
General	<ul style="list-style-type: none"> To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

	<ul style="list-style-type: none">• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
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SITE MANAGER (Primary) (Cleaner/Caretaker 'B')

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of caretaking and/or buildings maintenance/security/ fire marshal Trade qualifications (desirable) Full driving licence (and access to a car)
	Knowledge of relevant policies and procedures	Knowledge of First Aid
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake general mathematical calculations
	Technology	Good knowledge of security, heating plant and other building systems Ability to competently undertake DIY tasks
Communication	Written	Ability to complete forms, write letters and reports, meeting deadlines
	Verbal	Ability to exchange complex verbal information clearly
	Languages	Seek support to overcome communication barriers with children and adults sensitively
	Negotiating	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges constructively
Working with children	Behaviour Management	Understand and implement as appropriate, the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the school/ Trust
	Relationships	Ability to establish rapport and respectful, positive and trusting relationships with others
	Team work	Ability to make a distinctive and positive contribution to the work of the work a team
	Information	Contribute to the development and implementation of effective systems to share information
Responsibilities	Organisational skills	Excellent organisational skills Ability to remain calm under pressure/ in an emergency

Responsibilities	Line Management	Ability to supervise and monitor the work of others and take timely action
	Time Management	Ability to manage own time effectively Demonstrate a flexible approach
	Creativity	Demonstrate ability to resolve complex problems independently
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Good understanding of Health & Safety and effectively implement Codes of Practice ensuring compliance
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality, data protection and GDPR
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance