



Job Description

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| Job Title | Site Manager |
| Reports to | Estates Manager |
| Responsible for | Caretaking and Cleaning staff |
| Liaison with | Estates Manager, Head of School, External Contractors, other site managers, school staff, visitors etc. |
| Job Purpose | To contribute to the smooth running of the School by organising and managing the cleaning team and undertaking effective supervision, caretaking, maintenance, Health & Safety and security of the site and related resources. |
| Duties | <p><u>Security and Supervision</u></p> <ul style="list-style-type: none"> • To organise and manage the work 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 intruder alarms. • 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, workers and contractors and, where appropriate in liaison with the Estates Manager and Head of School. • Ensuring security of the site by daily checking perimeter fencing and gates, undertaking repairs where necessary. <p><u>Caretaking and maintenance</u></p> <ul style="list-style-type: none"> • Undertaking statutory health & safety checks and procedures including fire alarm, water temperatures, emergency lighting and fire doors • Ensuring that appropriate and up to date risk assessments are in place and regularly reviewed for all aspects of work undertaken by the site team. • 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. • 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. |



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| | <ul style="list-style-type: none">• To identify and prioritise maintenance requirements and prepare and organise work programmes in liaison with the Estates Manager.• 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:-<ul style="list-style-type: none">- 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.;• Arranging for works to be undertaken and monitoring the progress of projects involving outside contractors.• Making arrangements for the washing of internal walls, e.g. classrooms, corridors by the caretaking (and cleaning) staff.• Making arrangements for window cleaning by the caretaking staff.• 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.• Ensuring that adequate supplies of cleaning materials and other supplies are available for all cleaning needs.• 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><u>Other duties</u></p> <ul style="list-style-type: none">• Testing portable electrical equipment if trained and accredited to do so.• Monthly legionella water testing if trained and accredited to do so.• Assisting in the recruitment and selection of cleaning staff and the allocation of duties and hours of work.• Planning own work and that of cleaning staff.• Managing staff issues. |
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| | <ul style="list-style-type: none"> • Provide/arrange the appropriate induction and training of cleaning staff. • Completing claims for caretaking fees for lettings. • Maintenance of Inventory of school equipment. • Carrying out an annual check of equipment against the Inventory. <p><u>Health & Safety</u></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 Health and Safety Officer for the School. • Monitoring the appropriate Health and Safety procedures in use in the School and reporting any issues to the Health and Safety Officer for the School. <p><u>General</u></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 Estates Manager or Head of School. The duties may be varied by the Estates Manager or Head of School 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 • 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. |



SITE MANAGER (Primary) (Cleaner/Caretaker 'B')

| General heading | Detail | Examples |
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| Qualifications & Experience | Specific qualifications & experience | Experience of caretaking and/or buildings maintenance/security |
| | 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 undertake DIY tasks |
| Communication | Written | Ability to complete forms, write letters and reports |
| | Verbal | Ability to exchange complex verbal information clearly |
| | Languages | Seek support to overcome communication barriers with children and adults |
| | Negotiating | Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges |
| Working with children | Behaviour Management | Understand 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 |
| | Relationships | Ability to establish rapport and respectful and trusting relationships with others |
| | Team work | Ability to make an distinctive 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 |
| | Line Management | Ability to supervise and monitor the work of others |
| | Time Management | Ability to manage own time effectively |



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| General | | Demonstrate a flexible approach |
| | Creativity | Demonstrate ability to resolve complex problems independently |
| | Equalities | Awareness of and commitment to equality |
| | Health & Safety | Good understanding of Health & Safety |
| | Child Protection | Understand and implement child protection procedures |
| | Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
| | CPD | Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance |