



## Thorpedene Primary School



### **Job Description**

<b>Job Title</b>	Site Manager
<b>Grade</b>	Level 7 Point 26-33 £23,398 to £29,323
<b>Reports to</b>	Headteacher/School Business Manager
<b>Liaison with</b>	School staff, governors, contractors, the public/hirers of school premises and visitors.
<b>Job Purpose</b>	To contribute to the smooth running of the School by organising and managing the site and grounds and undertaking effective supervision, caretaking maintenance, Health & Safety and security of the site and related resources.
<b>Duties</b>	<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><u>Security and Supervision</u></p> <ul style="list-style-type: none"><li>• To be responsible for the security of the premises and contents. Ensure that all valuable portable equipment is locked away in agreement with school arrangements.</li><li>• Act as primary key holder 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).</li><li>• Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.</li><li>• Deal with trespass and unauthorised parking.</li><li>• To monitor the work of the cleaning contracts team in conjunction with the contractor manager.</li><li>• Maintain duplicate set of keys for all rooms and equipment, and to keep the key register up to date.</li><li>• To ensure at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working.</li></ul> <p><u>Caretaking and maintenance</u></p> <ul style="list-style-type: none"><li>• Deal with, or arrange to be dealt with, all burst pipes, leaks, flooding, fires, and breakages as appropriate. Liaising with SBM and Headteacher in all emergency situations.</li><li>• Liaise with Emergency Services including calling Emergency services if required</li><li>• 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. Scheduling servicing of boilers to comply</li></ul>

with regulations. Ensure that proper safety precautions are observed in the boiler house. To know the location of main stopcocks and valves and mains electricity breakers.

- 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.
- To identify and prioritise maintenance requirements and prepare and organise work programmes.
- To arrange for first line repairs and maintenance:-
  - 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.
- Ensure that main hall floors are kept clean and polished.
- Replace electrical bulbs, fuses, plugs, as and when required. Inspect electrical fittings. Arrange with contractor after consultation with SBM, to repair any defeats
- 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. Ensure work carried out by contractors is of a high standard and complies with safe working practices
- Making arrangements for window cleaning
- 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.
- 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.
- Clean up sickness or spillages when on duty
- Checking and maintaining air-conditioning systems.

External / outside duties:

- 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.
- Empty litter bins daily
- Ensure dust bins / recycling bins are ready at their collection point weekly
- Keep paths ways clear and safe, report any defects / arrange repairs as appropriate
- Inspect external play areas on a daily basis
- Rod manholes in emergencies, call in contractors as and when required after liaising with SBM

	<ul style="list-style-type: none"> <li>• Deal with any external graffiti problems</li> <li>• Maintain and keep the outside areas of the school to a high standard.</li> </ul> <p><u>Other duties</u></p> <ul style="list-style-type: none"> <li>• Testing portable electrical equipment if trained and accredited to do so.</li> <li>• Planning own work and that of the assistant site manager.</li> <li>• Assist with funding bids for capital works.</li> <li>• Provide/arrange the appropriate induction and training for key holding staff.</li> <li>• Setting up of facilities / training rooms for lettings as and when required.</li> <li>• Maintenance of Inventory of furniture and equipment held on site. Carrying out an annual check of equipment against the Inventory.</li> </ul> <p><u>Health &amp; Safety</u></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Monitoring the appropriate premises and caretaking and cleaning related Health and Safety procedures in use in the School and reporting any issues to the Health and Safety Officer for the School.</li> <li>• To assist in the production of termly H &amp; S reports</li> <li>• To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results recorded in the register.</li> </ul> <p><u>Energy Conservation</u></p> <ul style="list-style-type: none"> <li>• Read, record and report all meter readings</li> <li>• Liaise with Energy Conservation Officer</li> <li>• Promote Energy Conservation within the School</li> <li>• Monitor energy usage and look to improve sustainability for site</li> </ul> <p><u>Porterage</u></p> <ul style="list-style-type: none"> <li>• Receive and transport any resources to correct storage areas</li> <li>• Arrange the movement of furniture / heavy teaching equipment as and when required</li> </ul> <p><u>General</u></p> <ul style="list-style-type: none"> <li>• 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 and governing Body.</li> <li>• The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• 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</li> </ul>

	this commitment.
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## Thorpedene Primary School

### Site Manager

### Person Specification

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Experience of caretaking and/or buildings maintenance/security Completion of DCSF induction programme
	Knowledge of relevant policies and procedures	Knowledge of working in a similar environment 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 Basic IT skills
<b>Communication</b>	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
<b>Working with children</b>	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
<b>Working with others</b>	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
<b>Responsibilities</b>	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 Demonstrate a flexible approach
	Creativity	Demonstrate ability to resolve complex problems independently
<b>General</b>	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