PURFLEET PRIMARY ACADEMY

JOB DESCRIPTION: Site Manager

Grade	Thurrock Pay Scales Pt 15-21
Reports to:	School Business Manager
Responsible for:	Site Assistant

Job Purpose:
To contribute to the smooth running of the School by undertaking caretaking, maintenance, Health & Safety and security of the site and related resources.

Key Corporate Accountabilities

- To promote the welfare of children and young people and expect all staff and volunteers to share this commitment. All appointments will be subject to an enhanced DBS check.
- To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery and to observe the standard of conduct which prevents discrimination taking place
- To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work
- To work with colleagues to achieve Academy objectives and targets
- Supervision, direction, and development of the Site Assistant to include induction and training.
- To participate in appropriate professional development and Performance Management and contribute to the identification of own development needs

Duties:
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 postholder.

<u>Security and Supervision</u>

- 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 Academy, workers and contractors and, where appropriate in liaison with the Headteacher and School Business Manager.
- 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) Monitoring and ensuring cleanliness of the School premises and furnishings.

Caretaking and maintenance

- 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.
- To identify and prioritise maintenance requirements and prepare and organise work programmes.
- To arrange 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.
- Arranging for works to be undertaken and monitoring the progress of projects involving outside contractors.
- Liaising with cleaning contractor to make arrangements for the washing of internal walls, e.g. classrooms, corridors
- Making arrangements for window cleaning.
- 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 goods, materials etc.
- Liaising with cleaning contractor/suppliers to ensure 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.

Other duties

- Direct and deploy the Site Assistant to ensure full, safe and efficient use of all facilities is maintained
- Testing portable electrical equipment if trained and accredited to do so.
- Planning own work
- Maintenance of Inventory of/in respect of equipment. Carrying out an annual check of equipment against the Inventory.

Health & Safety

- 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 premises and caretaking Health and Safety procedures in use in the School and reporting any issues to the Health and Safety Officer for the School.

General

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.

The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

- Participate in the Appraisal process, taking personal responsibility for identification of learning, development and training needs and opportunities in discussion with line manager.
- Comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy.

The Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.