



**Heybridge
Primary School**

Job Description - Site Manager

Name:

Responsible to: Senior Leadership Team

Responsible for:

- 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.
- Maintaining and developing a well kept school site, equipment and infrastructure.

Purpose:

- To work in partnership with TKAT Health & Safety / Estates, School staff, contractors, the public/hirers, officers of County Council departments where required.
- To contribute to the smooth running of the School by organising and liaising with the external cleaning team, undertaking effective supervision, caretaking maintenance, Health & Safety and Security of the site and related resources.
- Ensuring that statutory regulations are met and reporting is completed Every or electronic format that may be in use at the time, to record this as well as in hard copy where required.
- To assist the Headteacher and the Leadership Team in the overall management and development of the school.

Key Responsibilities:

- To organise, manage and monitor the work of the contractor cleaning team.
- Act as 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) / fire 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 TKAT, Local Education Authority as appropriate, workers and contractors and, where appropriate in liaison with the Headteacher / Deputy /Assistant Headteachers.
- Attempting to prevent unauthorised access onto the school premises or grounds, ensuring site security to meet Safeguarding requirements.
- 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.
- Checking automatic pumps and areas subject to flooding, and the maintenance of these.
- 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 in liaison with TKAT estates and Headteacher/ Deputy /Assistant Head teachers.
- 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 window panes 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. Thereafter obtaining estimates for costing of works.
- Arranging for works to be undertaken and monitoring the progress of projects involving outside contractors, ensuring appropriate RAMS are received and approved prior to work commencing.
- Making arrangements for deep cleans of the school e.g the washing of internal walls, classroom & offices, and communal area carpets by the cleaning contractors.
- Making arrangements for window cleaning by the cleaning contractor.
- 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.
- Making arrangements for refuse bins to be emptied and removed from site.
- Dispatching and 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.
- Testing portable electrical equipment if trained and accredited to do so. If not, arrange and manage such testing by a reputable contractor.
- Maintenance of Inventory off the Asset register in respect of equipment. Carrying out an annual check of equipment against the Inventory.
- 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.
- As Fire Marshall, complete all statutory checks, including the service or Fire equipment such as extinguishers.

- 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.
- Promote the inclusion and acceptance of all pupils, including those with special educational needs, ensuring access to facilities and their content through appropriate clarification, explanations and resources.
- To undertake general administrative tasks associated with a site manager.
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
- The role will involve lunch/dinner duty with pupils.
- To understand and apply school policies in relation to health, safety and welfare.
- To respect confidentiality at all times.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- Be aware of and comply with policies and procedures relating to Child Protection and all aspects of Safeguarding.
- 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.
- The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.
- To any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- The duties are neither exhaustive nor exclusion and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Communications

- To communicate effectively with the parents of students, students, staff and other stakeholders effectively.

Staff Development and Wellbeing

- To take part in the school's CPD programme when required.
- To engage actively in the Performance Management Review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

Care Guidance and Support

- To promote the general progress and well-being of individual students and staff.
- To liaise with Pastoral Worker to ensure implementation of the Pastoral System.
- To alert the appropriate staff to problems experienced by students.
- To apply the Behaviour policy so that effective learning can take place.

General Duties

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example
- To promote actively the school's corporate policies and to comply with the school's Health and safety policy and undertake risk assessments as appropriate

Health and Safety

- Have due regard for the school Health and Safety policy and any such issues particular to this roll.
- Follow school procedures for reporting Health and Safety incidents.
- Familiarise themselves with fire regulations and procedures.

- Have due regard for student safety and report any concerns to the appropriate school body.

Accountability and discretion

- To take and be accountable for all decisions made within the parameters of the job description.

Standards

- The standards of the post holder will be measured through the School Performance management system by setting targets linked to this job description and the generic role. The job description will be reviewed annually at the Performance Management meeting.

Notes

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Signed:

_____ Post Holder

Date:

_____ Line Manager

Date:

_____ Head of School

Date:

Last update September 2020