Job Description

Job Title	Site Manager (Caretaker C)
Grade	2020 Scale 5 (Band 3)
Reports to	Headteacher
Responsible for	Monitor work of cleaners
Liaison with	School staff, contractors, the public/hirers, officers of County Council departments, H&S office staff
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.
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</u> • To monitor the effectiveness of the 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, workers and contractors and, where appropriate in liaison with the Headteacher/Deputy Headteacher(s)*** • Attempting to prevent unauthorised access onto the school premises or grounds. • Monitoring and ensuring the cleanliness of the School premises and furnishings. <u>Caretaking and maintenance</u> • 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 contribute to preparation of work programmes. • 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. • 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. • 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. <u>Other duties</u> • 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 that of assistant(s) and cleaning staff. Issues relating to supervision/ management of staff. • Provide appropriate induction and training of assistant(s) and cleaning staff. • Completing claims for caretaking fees for lettings and making out forms for the requisition of stores and repairs. • Maintenance of Inventory of/in respect of *(define)* equipment. Carrying out an annual check of equipment against the Inventory. <u>Health & Safety</u> • 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 (define e.g. 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. <u>General</u> 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.
General	• 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)

General heading	Detail	Examples
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 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
	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