



## Job Description

<b>Job Title</b>	Site Manager
<b>Grade</b>	Band 3 Full Band Width
<b>Reports to</b>	Headteacher
<b>Responsible for</b>	Cleaning staff
<b>Liaison with</b>	Academy staff, contractors, the public/hirers, Office Team Lead, Trust Estates Officer, Health and Safety Director and neighbouring schools Site Management Team.
<b>Job Purpose</b>	To contribute to the smooth running of the School by organising and managing the caretaking and undertaking effective supervision of cleaning contractors, 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 postholder.</p> <p><u>Security and Supervision</u></p> <ul style="list-style-type: none"><li>• Take appropriate action and evaluate risk to ensure from a premises prospective that outstanding safeguarding procedures are in place at all times.</li><li>• To oversee the cleaning contractors in collaboration with the contractor's management and the Office Team Lead.</li><li>• To organise and manage the work of the cleaning team.</li><li>• Act as the primary keyholder maintaining records (e.g. key register) and carry out security procedures for the buildings and grounds to prevent unauthorised access. 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). (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).</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>• Management of school term special events ensuring the halls/sports field are set as directed and risk is evaluated to ensure the safety of all participants.</li><li>• Dealing with enquiries for lettings; workers, suppliers and contractors and where appropriate in liaison with the Headteacher/Deputy Headteacher/Office Team Lead/Trust Estates Officer.</li><li>• Attempting to prevent unauthorised access onto the school premises or grounds.</li><li>• Monitoring and ensuring the cleanliness of the School premises and furnishings.</li></ul>



### Caretaking and maintenance

- Ensure all statutory maintenance and checks are completed on time to ensure compliance; update the annual maintenance schedule accordingly.
- Maintain the H&S guard book ensuring all certification and maintenance reports are in place for inspection at any time.
- 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 carry out first line repairs and maintenance which are not beyond the competence of site management: -
- 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.
- 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.
- Making arrangements for the washing of internal walls, e.g. classrooms, corridors by the cleaning staff.
- Making arrangements for window cleaning by the cleaners. 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.
- Ensuring that adequate supplies of cleaning materials and other supplies are available in liaison with the Office Team Lead.
- 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"><li>• Testing portable electrical equipment if trained and accredited to do so.</li><li>• Completing claims for caretaking fees for lettings and making out forms for the requisition of stores and repairs.</li><li>• Maintenance of Inventory and asset management register/in respect of equipment.</li><li>• Carrying out an annual check of equipment against the Inventory.</li><li>• Ability to input data into Smartlog, the Health and Safety software.</li><li>• Site security and key holder, including occasional late evening and weekend functions and lettings.</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>• Ensure all statutory maintenance and checks are completed on time to ensure compliance; update the annual maintenance schedule accordingly.</li><li>• Maintain the H&amp;S guard book ensuring all certification and maintenance reports are in place for inspection at any time.</li></ul> <p>Monitoring the appropriate (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 Academy.</p>
<p><b>General</b></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 Academy and the Trust Board.</li><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 Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li></ul> <p>The duties may be varied by the Headteacher and/or Trust Board to meet changed circumstances in a manner compatible with the post held.</p>