



**Avon House School - Job Description
School Site Manager
(Including security and parking control)**

Name:

Responsible to: The Bursar

Individual Responsibilities: Carrying out security procedures for school buildings and grounds; opening and closing school premises on school days and for lettings and out of school hours functions; maintenance; parking control; main key holder for school alarms; occasional minibus driving (see below for further details).

Professional Conduct

You must have proper and professional regard for the ethos, policies and practices of our school and maintain high standards in your own attendance and punctuality.

You must have an understanding of, and always act within, the statutory frameworks which set out your professional duties and responsibilities.

At Avon House we expect each other to uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by: treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position of having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions of showing tolerance of and respect for the rights of others, of not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs, of ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Safeguarding Responsibilities

- To promote and safeguard the welfare of children and young persons with regard to safeguarding procedures.
- To maintain good order and discipline among the pupils and safeguard their health and safety both when they are on the school premises and when they are engaged in activities elsewhere.
- To support in the provision of high quality care and education for the children in the school; to fulfil legal and statutory requirements.
- To implement all school policies and procedures, and report to the appropriate teacher any incidents of disruptive or unacceptable behaviour of pupils that may not be known to the main teaching staff.
- To comply with all school policies - particularly those on Safeguarding, Health and Safety, Acceptable Use, Confidentiality and Data Protection.



OVERALL RESPONSIBILITY

- To take an interest in the day to day running of the school.
- The Site Manager must be proactive in dealing with and report any repairs, maintenance or emergency work required at the school to the Headteacher and Bursar. The Site Manager is responsible to report any emergencies in faults with gas, electric, water supplies to the Bursar.
- To ensure that installations are maintained to the highest standards.
- To regularly check the proper operation and function of alarms and fire equipment, ensuring emergency exits are not obstructed.
- To liaise with the emergency services including call outs as required.
- To maintain the weekly sweep sheet log.
- To use the school maintenance log for all required jobs and sign off as appropriate.

SITE MANAGER'S DUTIES

• OPENING AND CLOSING SCHOOL PREMISES

- To open and close the school premises including gates, doors, windows, fire exits, etc, for the purpose of school use, lettings, out of school hours functions, as required

INTERNAL MAINTENANCE

- To report all defects which require specialist repair.
- To regularly test for fire alarms/emergency lighting and evidence testing.
- To regularly inspect plumbing and report/repair defects as appropriate.
- To synchronise clocks, time switches etc on a weekly basis.
- To undertake minor repairs to fixtures and fittings including desks, tables, chairs and school equipment as appropriate.
- To repair resources in classrooms as necessary.
- To assist in unpacking or storing cleaning materials and equipment.
- To carry out the monthly flick test on all emergency lighting.
- To carry out all monthly tests relating to the premises.

EXTERNAL MAINTENANCE

- To maintain cleanliness and general tidiness of all external hard areas; empty litter bins on a daily basis and clean site on a daily basis.



- To clean and clear all drains, water butts and gullies etc to ensure effective and healthy operation in accordance with Health & Safety procedures on a half termly basis.
- To inspect outside fabric of the school, and report/repair defects as appropriate on a weekly basis.
- To inspect all fences, gates, walls, steps, lights, etc. and report/repair defects as appropriate on a weekly basis.
- To keep the entrance to the school, inside and outside, clean and clear of obstructions at all times.
- To clear leaves, snow, ice, moss and detritus as appropriate, including treatment of surfaces with salt, etc.
- To inspect all outside areas for dangerous materials and remove, including external emergency cleaning of spillages.
- Any ad-hoc cleaning duties throughout the day.
- To carry out minor works in order to improve the site as required.

MANUAL HANDLING DUTIES AND FURNITURE MOVING

- To move such items of school furniture as required in connection with the school and other users of the school premises with due regard to current Health & Safety and Lifting & Handling regulations.
- To check the school ladder safety and log.
- To assist in moving the furniture in the school hall at lunchtimes and any other times this is required.

EMERGENCIES

- To be the main key holder for school alarms and first point of contact to respond to call outs.
- To deal with, or arrange to be dealt with, all bursts, leaks, floods, fires and breakages as appropriate, as soon as the problem is discovered.
- To arrange for all electrical and gas emergencies to be dealt with by the appropriate professional.
- To ensure access for emergency services, assist as necessary, and secure premises as required.
- To ensure the classroom is a safe environment for children, that equipment is safe, standards of hygiene are high and safety procedures are implemented.

PARKING CONTROL

- To keep traffic outside the school moving at key morning and afternoon drop off times.
- To ensure the main school driveway remains clear for emergency vehicles.



MANAGERIAL DUTIES

- Liaising with clients and reporting on progress to staff and the public.
- Supervising construction workers and hiring subcontractors.
- Buying materials for each phase of the project.
- Monitoring build costs and project progress.
- Conducting quality and safety inspections.

GENERAL DUTIES

- To support Open Day and other such School functions as may be required.
- Occasional minibus driving.
- To assist in any event outside school hours for the benefit of the children.
- To attend all in service training and meetings as required.
- To cover the other School Site Manager/ to work as part of a team when they are on Annual Leave/ absent.

Signed:

Date: