



# **JOB DESCRIPTION**

## **Site Manager**

**Reporting to:** School Business Manager

**Directly Line Managing:** Caretaker, Cleaning Team.

**Working time:** 36 hours per week, 52 weeks per year (including annual leave)

**Salary Scale:** SO2, point 26 - £34,834 plus London Weighting £2,175 per annum.

**Disclosure level:** Enhanced

### **Main purpose**

The Site Manager is responsible for:

- To have oversight of the school premises (buildings and grounds), ensuring the high standards of safety, maintenance and cleanliness are upheld at all times
- Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, portorage, and minor repairs
- Management of school site staff team
- Promoting health and safety around the school
- All other aspects of site management, such as supervising external contractors, and site use and development planning

### **Duties and responsibilities**

#### **General duties**

- Maintain the general school premises, furniture and fittings, and report any issues to School Business Manager
- Carry out portorage duties, such as moving furniture and equipment around the school
- Carry out small repairs and DIY projects
- Arrange larger repairs and obtain quotes from contractors
- Advise on site development projects and make recommendations on site use
- To continually look at ways of energy savings to ensure the building operatives effectively and efficiently and promote recycling measures in the school.



## **Cleaning**

- Oversee the cleaning from the external cleaning contractor in order to maintain high standards of cleanliness
- Devise and maintain a maintenance and cleaning schedule for all areas of the school with the external cleaning contractor.
- Carry out emergency cleaning duties, such as gritting, cleaning up spillages, bodily fluids etc
- Arrange regular deep clean of classrooms, staffrooms, kitchen, dining areas, and other frequently used spaces on school premises with the external cleaning contractor.
- Liaise with the School Business Manager in regards to the cleaning budget
- Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels

## **Security**

- Maintain the security of the school premises as the main key holder
- Lock and unlock the premises as required, including out of school hours and emergencies when necessary
- Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off
- Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures
- Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned.
- Act as one of the approved CCTV users.
- Liaise with security and CCTV firm as required.
- Advise the headteacher on all matters relating to school security and safety

## **Health and safety**

- Ensure a safe working and learning environment in accordance with relevant legislation
- Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to School Business Manager



- Provide safe access to the school in extreme weather conditions including making adjustments and advising on additional measures where necessary.
- Ensure the caretaker is up-to-date with all the training and follows the health and safety procedures
- Carry out induction on site health and safety procedures for new staff and visitors as required.
- Monitor the work of contractors, ensuring safe working practice and quality of work
- Undertake annual Health & Safety Audit for the Local Authority as requested.

### **Line management**

- Manage the caretaker on a daily basis
- Ensure school terms and holidays are sufficiently covered with staffing
- Delegate tasks appropriately to site staff and ensure the smooth running of the team
- Support School Business Manager with performance management objectives and training for caretaker.

### **Responsibilities**

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professionals
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Ensure that site staff carry out their duties professionally and effectively
- Ensure contractors and external visitors comply with security and health and safety while on school premises



### **Other areas of responsibility**

- To use the online school management systems for recording and communication.
- To stay at school events for security and locking up.
- To support in working with the children on site matters as requested
- Carry out gritting and snow clearing during adverse weather conditions to ensure school is safe for use.
- To act as the school's representative during lettings to ensure we provide the best service
- Undertake lettings duties including preparation of equipment/facilities in preparation for each let.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the site manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.



## PERSON SPECIFICATION

### Site Manager

JOB TITLE	Site Manager	
	Essential Criteria	Desirable Criteria
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"><li>• An understanding of the main Health &amp; Safety Regulations, including COSHH and risk assessment, and how they apply in a school environment</li><li>• A sound knowledge of the building cleaning standards contained in the Building Cleaning specification</li><li>• Experience of carrying out specialist building maintenance work within the reasonable capacity of a normal handyman</li><li>• Ability to carry out repair and maintenance work with expertise in DIY – e.g., painting and decorating skills</li><li>• Experience of keeping effective work records and systems</li></ul>	<ul style="list-style-type: none"><li>• Experience of working within an educational setting</li></ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>• Ability to undertake a range of caretaking and cleaning duties, maintenance and repair tasks</li><li>• Ability to identify work priorities and manage own workload, whilst ensuring that lower priority work is kept up to date</li><li>• Ability to act on own initiative, dealing with any unexpected problems that arise</li><li>• Ability to demonstrate good inter-personal skills to communicate with a range of people and students</li><li>• Ability to provide high quality supervision to support the caretaker</li><li>• Ability to inspect and record the work of others</li><li>• Ability to work effectively and supportively as a member of the school team</li><li>• Must have sound IT skills and be willing to develop these as required.</li></ul>	<ul style="list-style-type: none"><li>• Evidence of recent training</li><li>• Training qualifications</li></ul>



<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>Numeracy, literacy and communication skills are essential</li> </ul>	<ul style="list-style-type: none"> <li>GCSE Grade C or above in English and Maths (or equivalent)</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Ability to work well within a team</li> <li>A person who is quick to learn with an enthusiastic and positive attitude</li> <li>The ability to work effectively under pressure</li> <li>Highly motivated and proactive</li> <li>A person who presents a friendly and professional image whilst maintaining a sense of calm.</li> <li>Willing to work flexibly with colleagues</li> <li>Passionate about delivering excellent customer service</li> <li>Ability to demonstrate commitment to Equal Opportunities</li> <li>Willingness to participate in further training and developmental opportunities offered by the school, to further knowledge</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of recent training</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>An enhanced DBS check will be needed for this post</li> </ul>	

Please note that we are committed to safeguarding and promoting the welfare of our students and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service). We give high priority to promoting diversity throughout the school.