

Horsenden Primary Site Manager Job Description



Main purposes of the job

Job title:	Site Manager	Grade:	Scale 9
School:	Horsenden Primary School	Post No:	
Line manager:	School Business Manager		
Supervisory responsibility:	Caretakers, Contracted cleaning staff & other site related staff		
Hours:	35 hours per week. 7am – 3pm, all year round. The needs of the school will require a flexible approach to shift work, including some work at weekends.		

- The key responsibilities of this role will be to support with the development and implementation of the Strategic Plan and annual Business Plan for our school.
- To plan and implement summer works, to source contractors and obtain the required number of estimates and quotations for budgeted works/services and make recommendations, to engage with approved contractors to deliver contracted services.
- To be responsible for the maintenance, cleanliness and security of the school and to maintain the premises (both internally and externally) in a clean, safe, sound and secure condition for staff, pupils, parents and community users.
- To have enthusiasm and commitment for improving and developing the school site.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

Duties and responsibilities:

Facilities & Premises

1. Lead the strategic management of the maintenance, cleaning, refurbishment and development of the school premises and grounds in consultation with the Head Teacher and the School Business Manager:
2. To line manage the caretakers, cleaning staff and other site staff, including performance management and developments and training requirements.
3. To participate in the recruitment, selection and appointment process of site related staff.
4. To plan, project, implement and monitor all premises related budgets, reporting updates to the School Business Manager.
5. To be part of the ICT Management Team having responsibility for the infrastructure within school.
6. To oversee the priorities of work around the site in accordance with the school improvement plan in consultation with the Head Teacher and School Business Manager.
7. To consult with the Headteacher and the School Business Manager to establish and maintain a rolling programme of refurbishment works within budgetary constraints.

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8. To ensure all regular Health and Safety, Legislative, Regulatory and Preventative Maintenance Inspections are carried out, whether personally or by external contractors, in a timely fashion and ensure any identified work is carried out – (PAT, Legionella, Gas Safety, tree safety, PE equipment, Fixed Wiring, etc.), alerting the Head Teacher or School Business Manager to any work that needs to be undertaken or any issues where health and safety is at risk.
9. Record all repairs and keep a maintenance log of routine and non-routine tasks.
10. To attend Governor Premises Committee meetings.
11. To oversee the regular audit and progress reports and ensure that any recommendations are made to the Headteacher, School Business Manager and the Governors' Premises Committee.
12. To have responsibility for the co-ordination and project management of works and communication with architects, contractors and council officers with regard to the maintenance, repair, refurbishment and development of the site.
13. Negotiate prices for work to be carried out in school, ensuring the schools Best Value Policy is adhered to.
14. To be responsible for ensuring a high standard of site cleaning through line management of the Asst. Site Manager, cleaning staff and other related site staff.
15. To represent the Headteacher at appropriate meetings related to the school premises.
16. To have responsibility for the safe working environment within the school.

Security

1. To be the main key holder and to be responsible for the maintenance of keys and the electronic alarm system and be the first respondent to emergency call outs. This includes managing the routine and non-routine opening and closing of the school and the setting of alarms; ensuring that the school is locked and secure, with fire doors and all windows closed at the end of the school day and after any school functions, lettings or community use.
2. To have a knowledge and understanding of the schools' main security issues specific and how they relate to pupils, staff, visitors, contractors and lettings to outside organisations.
3. To formulate, monitor and implement the school's Security Policy to comply with the requirements of the schools needs and ensure that the policy is communicated and adhered to.
4. To ensure that all alarm systems are functioning properly and that regular checks are made of the systems.
5. Operate CCTV or surveillance systems and take appropriate action to report any faults.
6. To control and manage allocation of all access and site key and maintain and update a key log.
7. To provide a first point of contact for all contractor visitors to the site, inside and outside of normal working hours and to be responsible for ensuring that all visiting contractors and deliverers act in accordance with the health and safety and safeguarding children policies.
8. Maintain a log of all work carried out by contractors.

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9. To ensure proper security and adherence to the health and safety policy at all events held outside of the school day, including meetings, open evenings, lettings and special events.
10. To alert the appropriate person to any risk to a breach of security and deal with any incident affecting security as directed.
11. To patrol the site to check for hazards, damages and intruders.
12. To ensure that lighting is kept in good working order.
13. Supervise contractors as appropriate, regarding access to the site, monitor and log the progress of the work and ensuring that work is carried out to the required standard, as appropriate.

Cleaning

1. Keep necessary records associated with cleaning routines
2. Remove litter from site on a daily basis, including emptying bins
3. Report graffiti to the local authority
4. Grit/rocksalt outside areas when required
5. Immediately spot-clean spillages of liquids, solids and bodily waste. This may be during a break time.
6. Clean the Nursery and toilet area between the morning and afternoon sessions
7. To manage and maintain COSHH records and ensure that safe handling procedures are applied to all cleaning products.

Purchasing and storing

1. In liaison with the Asst. Site Manager and the finance department, provide purchase orders for all materials and equipment required for premises and facilities provision.
2. Ensure the proper and safe storage of all the equipment and materials that are within the above categories.
3. Ensure the proper maintenance of all machinery related to the above categories.
4. Maintain records, auditing all stock related to these categories and any maintenance/repair of equipment.
5. Stock managing of the cleaning and maintenance needs within the allocated budgets.

Repair and maintenance

1. Be responsible for all recycling schemes.
2. Make repairs if they are within the job's remit and manage contractors to complete their work and to ensure that the work has been completed in a proper and timely manner and comply with all health and safety rules.
3. To prioritise and undertake the programme of day-to-day minor works at the school, taking into account urgent need and health and safety issues e.g. locks, windows, gutters and paintwork.

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4. Immediately report any defects to the Headteacher or School Business Manager and take any remedial action if possible.

Swimming Pool

Working closely with the Pool Plant Manager

1. Ensure the pool plant is working as it should; and take any actions as necessary.
2. Ensure the pool water is safe for everyone to use and undertake remedial action as required.
3. To manage the safe storage and control of all pool plant chemicals are stored according to the specific COSHH data sheets.
4. Undertake daily safety checks of the pool plant room, swimming pool and changing rooms.

Lettings

1. To be responsible for the development of school facilities for out-of-school use, ensuring high level of customer satisfaction.
2. To manage and operate systems of staffing cover for lettings and other community usage of the premises.
3. To be responsible for the security of buildings during periods of lettings
4. Ensure appropriate heating arrangements are made to meet lettings demands

Portage

1. Undertake any necessary portering duties in line with correct handling policies.
2. Manage and assist with all deliveries to the school, ensuring the proper storage and distribution of all goods, after the admin staff has checked them.
3. Set out and clear away tables, chairs and other items as required, and return "said" items to their respective homes after the event.
4. Deliver and collect milk/fruit to/from classrooms.

Health and safety

1. To have a knowledge and understanding of the main health and safety issues specific to the school and how they relate to pupils, staff, visitors, contractors and lettings to outside organisations.
2. To formulate, monitor and implement the school's Health and Safety Policy to comply with the requirements of Health and Safety at Work Act and other legislation and act as one of the school's Health and Safety Coordinator and Fire Officer.
3. To know the elements of a comprehensive disaster and recovery plan and operate the elements linked to the resource management responsibility.
4. To have responsibility for ensuring that the records of fire practices and alarm testing are maintained.
5. Carry out fire drills in consultation with the appropriate person.

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6. In conjunction with the SLT, ensure emergency procedures are current and timely. To know what the elements of fire safety are and the associated risks to the school through the process of risk assessment.
7. To report on all aspects of Health and Safety to the Premises Sub Committee.
8. To make recommendations with regard to the Disabilities Discrimination Act.
9. Ensure the proper use and storage of all tools and equipment being used to fulfil the job description.
10. To ensure duties are undertaken in accordance with the Schools Health and Safety policy including risk assessment and safety systems and to wear protective clothing as required and in line with Health and Safety protocols.
11. Ensure that all exits are free from obstruction at all times.
12. Attend H&S training as required.
13. Maintain clear working areas, including caretaker suite, boiler room and corridors areas.

Other responsibilities

- 1 Maintain a happy disposition.
- 2 To ensure that a relief provision is in place for cleaning duties in the case of absence through sickness or holidays after discussion with the Head Teacher.
- 3 To meet with the Head Teacher or School Business Manager on a regular basis to report any issue arising from the various aspects of the role but be able to work with minimal supervision and to given timescales.
- 4 To undertake duties of a similar nature and responsibility as may be required from time to time.
- 5 To carry out all duties in line with the Council and school's policies.
- 6 To monitor the quality of cleaning undertaken by the cleaning team and work closely with the Asst. Site Manager regarding standards of cleaning through out the school.
- 7 To undertake 'emergency cleaning duties' which may occur during the school day.
- 8 To be able to communicate effectively both orally and in writing.
- 9 To work as part of a team and form good relationships with other colleagues
- 10 To maintain confidentiality over matters relating to the school, pupils, staff or parents.
- 11 To respond in a courteous manner to enquiries from the school community and external visitors as appropriate.
- 12 Actively participate in any appropriate training when required.
- 13 Collect post outside of school term time.
- 14 Retrieve balls from the car park, roof and inaccessible areas.

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- 15 Water plants and feed fish in periods of school closure.
- 16 When directed by the Head or designated person, request that adults do not park on yellow lines.
- 17 Facilitate parking arrangements for meetings, coaches and deliveries.

Signatures – line manager and jobholder

Signed job holder

Signed and datedline manager
