



Job Title:	Site Manager
Scale:	Bank B (Wrap Around Salary £22,425 p.a. inc.)
Hours:	41 to 45 Hours Per Week/ 52 Weeks
Responsible to:	Headteacher

Job Description

The Role

To be responsible for the health and safety of the school and the development of the school premises and grounds under the general supervision and direction of the Headteacher.

Key Responsibilities

- Maintain the security of the school buildings and grounds.
- The maintenance and repair of fittings, furniture and non-electrical equipment.
- The maintenance and decoration of certain aspects of the school buildings.
- The monitoring of the heating plant for the school.
- The cleaning, maintenance and development of external areas of the site.
- General portering duties as required.
- The cleaning of toilets, classrooms and other areas within the school.
- The cleaning of windows and glazed areas in accordance with the safety policy.
- To act as a first line representative in monitoring the performance of contracted staff.
- To be a named key holder and communicate with key stakeholders.
- To communicate with stakeholders and other agencies by phone, email etc.
- Ensure the school is compliant to all current health & safety legislations e.g. fire, asbestos, legionella etc.

Duties

1. Security of Site and Premises

As delegated by the Headteacher

- Opening the school premises at an appropriate time when legitimate access is required.
- Deactivating intruder alarm systems; unlocking gates and external/internal doors.
- Checking that the premises have not been damaged.
- Securing the school premises at the end of each day when its facilities are no longer required.

- Checking that all occupants have vacated the site; ensuring that all windows are closed and locked; ensuring that all unnecessary lights and electrical equipment are switched off; locking all secure areas, external doors and gates; activating intruder alarm systems; ensuring the safe keeping of the keys to the premises.
- Providing access to the school for authorised personnel or appropriate services outside the normal hours of opening in the event of an emergency.
- Taking appropriate action regarding trespassers, including informing the Headteacher and a member of the Executive Team at the Enfield Learning Trust as appropriate.

- Carrying out regular inspections to ensure that the School premises comply with health and safety requirements at all times, referring more serious matters to the Headteacher on action to be taken.
- Supervising lettings, including: cleaning all hired rooms and setting out furniture prior to the let, as required; ensuring that all fire doors are unlocked and clear and that all hirers are aware of the evacuation procedure; welcoming hirers onto the site and monitoring security and the condition of the toilets during the let, taking remedial action as necessary; checking the condition of the rooms at the end of the let, cleaning as required; securing the buildings and site.

2. Maintenance, Repairs and Decoration

- Inspecting the School site and premises, on a regular basis, to identify the need for repairs or improvements; undertaking these and referring matters to the Headteacher for action to be taken where appropriate. (Appendix 1 provides a list of some of the items to be inspected).
- Carrying out regular inspections, testing and servicing of ancillary equipment, e.g. fire alarm systems, to ensure that they are in an operational condition, referring matters to the Headteacher for remedial action to be taken where appropriate.
- Carrying out repairs to property, fixtures, fittings, furniture and non-electrical equipment in order to maintain them in an operational condition, referring matters to the Headteacher for remedial action to be taken where appropriate. (Appendix 2 provides a list of some of the items to be covered by these requirements).
- Assisting in the production of maintenance plans for the internal/external decoration of the school. Undertaking the work subject to relevant Health & Safety Regulations.
- Cleaning diffusers and shades and replacing light bulbs and tubes where accessible, as necessary, up to a height of 3 metres (or above that height with the aid of access equipment but only after the relevant training has been undertaken). Checking on a regular basis for broken diffusers and shades etc.; undertaking minor repairs/replacements in compliance with the safety guide, referring matters to the Headteacher for remedial action to be taken as necessary.
- Ensuring that all drains, gutters, gullies and gratings are free flowing and clean. Clearing any blockages where possible, referring matters to the Headteacher for remedial action to be taken where necessary.
- Undertaking repairs to existing fencing where necessary.
- Ensuring proper access to and exit from the school site for contractors and directing them to the location of items or areas requiring repair or maintenance; monitoring the satisfactory completion of repair and maintenance work, referring matters to the Headteacher, as necessary.
- Maintaining the outside playground and garden areas, including plants and grass.

3. Heating and Mechanical Services

- Acquiring and updating an understanding of heating equipment. To be able to express a first line description of faults; ensuring that routine maintenance is undertaken as necessary and appropriate.

4. Cleaning and Care of Premises and Grounds

- Ensuring that the school grounds, premises and furnishings are cleaned to a satisfactory standard in accordance with set requirements and methods.
- Ensuring, within the budgetary provision available, a proper supply of appropriate cleaning materials and basic equipment, ordering replacements as necessary. Also, a specified maintenance budget.
- Monitoring the performance and standards achieved by the contracted cleaning and grounds maintenance staff. Liaising directly with their supervisors, referring difficulties or failings to the Headteacher to enable appropriate action to be taken.

- Ensuring that all hard covered areas and paths on the school site are free from litter, weeds and the excessive accumulation of dirt or leaves. Emptying and cleaning, on a regular basis, all litter bins and baskets.
- Moving dustbins for the disposal of refuse as appropriate; disposing of refuse by proper means and cleaning dustbin areas.
- Where appropriate, cleaning and maintaining sand pits and paddling pools in accordance the appropriate instructions.
- Carrying out emergency cleaning measures, as necessary, following storms, floods, break-ins, and vandalism and body spillages.
- Checking on a regular basis that adequate supplies of soap, toilet rolls, towels and materials are available throughout the school, replenishing these as necessary.
- Carrying out regular maintenance cleaning of toilet areas throughout the day as requested by the Headteacher.
- Removing unsightly litter from grassed areas and shrub beds of the school. General gardening duties including planting seeds, digging flower beds, pruning, weeding strimming, mowing and pitch marking. Also to include cleaning and maintaining any pond areas.
- Cleaning windows and glazed areas both internally and externally.

5. Porterage and General Duties

- Removing, laying out, stacking and transporting furniture and equipment within the school as and when required.
- Receiving, storing and distributing all stores, materials and other goods. Making appropriate arrangements for the despatch or collection of goods from the school.
- Attending appropriate training courses as may be required from time to time.
- Completing appropriate paperwork and obtaining estimates for repairs. Placing orders on behalf of the Headteacher, where sanctioned.
- Clearing snow/ice from paths, as necessary, to provide safe pedestrian access to the school sites and between buildings.
- Receiving queries by telephone for areas of responsibility e.g. lettings.
- Ensuring that all work is undertaken in accordance with general and specified Health & Safety Requirements.
- Issuing accident report forms to visitors to the school site in the event of an accident.
- Undertaking other appropriate duties the Headteacher may assign in order to maintain the effective day to day operation of the premises.

Communications

Using a command of spoken English that is sufficient to effectively carry out the duties of the role and liaise verbally and in writing with agencies and other organisations where necessary.

Other

- Perform other duties and responsibilities as assigned by members of the Leadership Team.
- Be willing to perform duties at other schools within the Enfield Learning Trust
- Develop effective and professional relationships with colleagues and know how and when to draw on advice and support.
- It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Other Responsibilities

To undertake such duties of a similar nature as may be reasonably directed by the Headteacher and the CEO from time to time. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school.

The postholder shall ensure the duties of the post are undertaken with due regard of the School's Health & Safety Policy and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

The postholder shall carry out these duties with due regard to the school policies, procedures and priorities.

All Enfield Learning Trust Staff Will:

- Promote equality of opportunity
- Follow safeguarding guidelines and safeguarding policy/procedures
- Contribute to producing/delivering priorities in the School Improvement Plan
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal
- Promote positive attitudes and behaviour
- Contribute to the smooth day to day running of the school
- Be committed to achieving the school values
- Work to develop the school as a successful inclusive school
- Respond promptly to concerns from parents, staff or students
- Promote the school in the community
- Work in partnership with all colleagues including the Governing Body
- Support codes of professional ethics/safe practice in the staff code of conduct
- Have regard for and act in accordance with health and safety policy/practice
- Celebrate success of pupils and staff

All Enfield Learning Trust Schools committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.

APPENDIX 1

Items Requiring Regular Inspection

- Roofs for defects including flashings and blocked or defective gutters and down pipes in accordance with the Enfield Learning Trust Health and Safety policy.
- Walls for cracks, loose or defective copings and brickwork (in accordance with the LA's policy).
- Facings, window/door frames, door seals and windows and doors in general.
- Toilet areas for leaks etc.
- Boundary fences and gates for dangerous conditions.
- Footpaths, paving, playgrounds and kerbs for dangerous and uneven surfaces.
- Walls and ceilings for damp patches, loose panels, cracks and defective fittings.
- Window fasteners and door locks/hinges/handles for defects.
- Floor coverings for defects.
- Taps and drinking fountains for operation and the temperature of the water. Also, any warm air hand-driers and incinerators on site.
- Manholes and gullies for structural damage, cracks or looseness.
- Fire alarms and call points, fire fighting equipment, smoke alarms and security lighting (to be inspected weekly).

APPENDIX 2

Items Requiring Repair/ Maintenance Work

- Plumbing repairs including: unblocking sinks, toilets, urinals etc. and replacing tap washers.
- Repairing or fitting shelving, notice boards and chalk boards etc.
- Repairing door handles/latches/locks and window fastenings and adjusting ill-fitting doors.
- Repairing tables, desks, chairs etc. and replacing broken coat hooks.
- Replacing towel and soap dispensers, basin plugs and basin/toilet chains. Securing and making safe toilet seats.
- Making safe broken glass and windows while effecting temporary repairs.
- Removing/replacing damaged and hazardous floor tiles. Replacing wall tiles.
- Replacing light bulbs and damaged light diffusers.
- Turning off water supply in event of emergencies.
- Checking and adjusting ball valves in cisterns. Replacing float and arm in water storage tanks where accessible.
- Winding and adjusting clocks and replacing batteries.
- Attending to curtains and blinds, including fixing curtain tracks and taking down/rehanging for cleaning and repair.
- Cleaning out gutters, down pipes and roof outlets in accordance with the LA's safety policy.
- Decorating, including wallpapering. Painting ceilings, walls, windows and woodwork.

APPENDIX 3

The Operation of the Heating Plant

- Checking heating plant for leaks (oil, gas, and water), checking insulation for defects and ensuring appropriate remedial action is taken.
- Notifying the Headteacher or Construction Technical Services of any malfunction of the system without delay.