

# St Leonard's C.E. Primary School

## Site Manager

Scale SO2 (27-29) £34,689 - £35,949

All Year Round for 35 hours per week

Core hours: Monday – Friday 6.30am – 9.30am & 2pm – 6pm

## Job Description

### Main Purpose:

To provide a comprehensive school/site premises to the standards set out by the Governing Body, and in compliance with current legislation. To ensure a clean, healthy and safe environment for all who attend, work at or visit the school site.

### General description of post:

Under the direction of the Senior Leadership Team the post holder will be responsible for duties covering security, heating, lighting and (as directed) the cleaning of the premises; for portage, minor repairs, maintenance and general duties. Working hours may be subject to variation and call-out at weekends and unsociable hours will be necessary from time to time.

### Health & Safety

1. To work in compliance with the schools Health and Safety Policies and under the Health and Safety at work act (1974), ensuring the safety of all parties they come into contact, such as members of the public, in premises or sites controlled by the school.
2. In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.
3. Under the direction of the Head Teacher and in consultation with the School Business Manager\*, take all reasonable steps to maximise security arrangements for the safety of pupils, staff and members of the public. To ensure that security arrangements for the premises are followed and that staff are aware of the procedures of security.
4. To have due regard to the provisions of all health and safety legislation, and the school health and safety policy, including but not exclusively to carrying out and organising fire safety checks, electrical maintenance checks, weekly legionella checks and risk assessments.
5. To undertake the weekly and monthly premises checks.
6. To identify areas of improvement from risk assessments and to carry out the work as identified by such checks to ensure the safe working of all equipment and buildings.
7. To report all areas of improvement to your line manager and to provide viable solutions, subsequently to be acted upon.
8. To be responsible for ensuring the safe operation of all mechanical, electrical and other potential hazardous equipment, fixtures, substances and materials within the establishment.
9. Ensure the maintenance of fire and other safety equipment, and other emergency equipment is kept up to date.
10. Update accurate records in accordance with health and safety legislation and policy.
11. To train and induct staff on all areas of Health and Safety as and when required.

12. To note and report as necessary on matters affecting the health and safety of persons on the site.

### **Maintenance**

1. To prepare and implement a maintenance programme linked with the priorities set out in the School Development Plan.
2. To complete and update an annual furniture/tools inventory and make arrangements for replacement furniture where needed.
3. To undertake repairs and maintenance of furnishings and buildings as agreed with the Senior Leadership team.
4. To maintain appropriate and comprehensive electronic and manual records of all areas of accountability set out in the post. To provide oral and written records as required by the school.
5. To clean all external areas of the school and grounds as well as maintain high standards of cleaning throughout. This includes carrying out any emergency cleaning where required.
6. To be responsible for the maintenance and general upkeep of all buildings, grounds, equipment, heating equipment, plant fixtures and fittings within the school in liaison with the Head Teacher and School Business Manager\* as and when necessary.
7. To report defects in buildings, furniture, fittings and plan as required by regulations or the instructions of the Senior Leadership Team.
8. To carry out general maintenance work as required, including replacing bulbs and fuses, painting and decorating, basic plumbing and carpentry.
9. To move furniture, stock and equipment as required including various portage duties.
10. To oversee, as instructed, the efficient working of heating plant and lighting, monitor energy consumption.
11. To read meters as necessary and maintain approved records including any concerned with energy conservation matters and storing of substances.
12. Ensure all bursts, leaks, flooding, fires and breakages are dealt with promptly and safely as appropriate.
13. Ensure all electrical and gas emergencies breakages are dealt with promptly and safely as appropriate.
14. Ensuring access, assist and secure premises for all emergencies services as necessary.
15. Manage the synchronisation of all clock, time switches, etc as required.

### **Contract Management**

1. To manage and organise the work of building and grounds contractors as required.
2. To organise work programmes in consultation with all contractors.
3. To manage and maintain the maintenance budget effectively, reporting to the Head Teacher and the School Business Manager\*.
4. To keep a manual working record of all site-visits, architects and equipment as required.
5. To order and maintain adequate stock using best value procedures and to complete the quote decision maker at the end of the project.
6. To comply with instructions with regard to arranging the necessary facilities for the school to be used as a polling station.
7. Alert the Contractors' Site Supervisor to any deficiencies in the service provided.
8. To maintain adequate stocks of caretaking and cleaning supplies (for areas which are the responsibility of the Site Manager) and to re-order, as necessary, in accordance with procedures.

9. In respect of contract cleaning:
  - To liaise with cleaning contract supervisor to ensure that the premises are cleaned to a predetermined standard.
  - Monitor, as required by the School Business Manager\*, the performance of the contract cleaners
  - Report accordingly to the School Business Manager\*.
  - Provide access to the premises to the contract cleaners within agreed times.
  - In the event of a suspension of contract cleaning, to supervise any direct labour cleaners engaged by the school.
  - Undertake emergency cleaning in critical areas (e.g. toilets) as directed by the School Business Manager\*, where the contractor has failed and a health risk is deemed to exist.
  - To oversee the replenishing of soap, towels, toilet paper to all lavatories on the site as necessary.
  - To ensure that furniture and equipment is moved to allow the cleaning contractor to carry out deep cleaning of the premises.
  - To carry out cleaning tasks not specified in the contract and where variations in the contract are required.

## **Security**

1. Manage the opening and closing School/Academy to include all appropriate gates, windows, doors and fire escapes for the purpose of School/Academy use, cleaning, maintenance, emergency services.
2. To maintain the CCTV and NET2 network.
3. To be a key holder who may be called out if the alarm is triggered.
4. To maintain an appropriate system of key-holding and to ensure access to the premises on a day to day basis by staff, contractors and other authorised personnel.
5. To advise the Head Teacher where security breaches occur and make recommendations for improvement.
6. To carry out banking duties, this may involve going to the bank.
7. Security mark new equipment and maintain the asset register.
8. To activate and deactivate the school alarm system as required.
9. Ensure the weekly checking and proper operation and function of all alarms and fire equipment. Check daily emergency exits and entrances are not obstructed.
10. Liaise as necessary with emergency services including the calling of the services as appropriate.

## **Safeguarding**

1. To have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school, the SDBEMAT, Local authority and the DfE.
2. Values and respects the views and needs of children and young people.
3. Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children
4. To work cooperatively with the school, Governing Body and the Diocese in implementing the Equality Plan, taking individual responsibility, appropriate to the post, for tackling racism and promoting good race, ethnic and community relations.
5. It is essential when working with computerised systems that you are completely aware of their responsibilities at all times under the Data Protection Act 1998 for the security, accuracy and significance of personal data held on such systems.
6. To adhere to the school's code of conduct at all times.

7. To work co-operatively and safely with other staff as required.

### **Other Duties**

1. To carry out other such duties as may be reasonably required to meet the needs of the school and those required by the schedule of duties held by the school.
2. To undertake a continuous professional development programme of training relative to the post.
3. To prepare termly written reports for the Governing Body on works completed and tasks for the future.
4. From time to time you may be required to complete additional hours work to assist with the running of the school (e.g. parents' evenings, summer and Christmas Fairs or evening lettings etc).
5. With regard to lettings, to carry out security duties and associated cleaning, in agreement with Senior Leadership, on at least two occasions per term.
6. Work a split shift and a flexible work pattern which meets the core need of the school.
7. The Site Manager may be called out at unsociable hours or at weekends to deal with security problems.
8. To provide a portage service on the site.
9. To clean and be responsible for the tidiness of paths, driveways and other hard surfaces within the site grounds.
10. To keep paths, access points and entrances free of hazards, including snow and ice, to ensure safe passage.
11. To undertake a range of grounds maintenance which may include:
  - a. Sweeping playgrounds daily
  - b. Cutting hedges
  - c. Attending to flower beds
  - d. Mowing lawns
12. Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

The post holder should have knowledge and experience of the management, maintenance, security, and safety issues related to the effective management of a school site. In addition, he/she must comply with the policies relating to the health and safety of colleagues, pupils, parents and all site users, contributing to the school's aims and objectives by:

- ensuring that the Health and Safety requirements and initiatives are implemented as appropriate.
- complying at all times with the SDBE Multi Academy trust, and the School's Equal Opportunities Policy and Framework.
- contributing to the maintenance of a safe, clean, warm and secure environment for pupils, staff and visitors.
- ensuring full compliance with the Terms and Conditions of service.

\*or relevant person in the school office.

# Person Specification

## Personal Qualities

- Polite, pleasant and committed to serving the school community.
- Patient and responsive to the needs of others, demonstrating an ability to work under pressure whilst maintaining a sense of humour.
- Takes pride both in maintaining the appearance of the buildings and the grounds.
- Respectful of the ethos, life and tradition of our Church of England school.

## Essential knowledge:

- An understanding of health & safety requirements of a School/Academy or other public institution.
- Demonstrate knowledge of security methodology for both building and grounds without risking the health and safety of the School/Academy community.

## Essential skills and abilities:

- D.I.Y. skills to undertake day to day repairs and maintenance of building, including a working knowledge and operation of the School/Academy heating system.
- To communicate clearly to all sections of the School/Academy community both verbally and in writing.
- Excellent communication skills together with the ability to communicate fluently in standard English to fulfil the requirements of the post\*
- Displays commitment to the protection and safeguarding of children and young people.
- Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children
- Ability to assist in the training and induction of new cleaning and caretaking staff.
- Understanding of the principles of health & safety in a School/Academy environment including COSHH.
- Ability to manage own time effectively and demonstrate initiative including establishing procedures and prioritising own workload.
- Ability to adhere to working procedures and policies within the School/Academy environment.
- Ability to operate as part of a team or individually as required.
- Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment to undertake the duties of the post.
- Ability to carry out a range of administrative tasks, including stock taking and ordering.
- Display a conscientious and logic approach to the variety of tasks necessary for the smooth running of the School/Academy.

## Essential experience:

- Experience of monitoring and liaising with contractors and suppliers.
- Experience of current cleaning materials/methods/appliances and monitoring the quality of work undertaken by the School/Academy cleaning staff.

## Special conditions:

- Take part in the School/Academy's performance management system.
- Attend Governing Board meetings on a regular basis.
- Enhanced DBS Check