



## ST GEORGE'S CATHOLIC PRIMARY VOLUNTARY ACADEMY

### MISSION STATEMENT:

*We are learning and growing together as God's family. We will always do our best to love and respect each other as we prepare for our future*

### SITE MANAGER : JOB DESCRIPTION

Responsible to: Headteacher  
Line Manager: Headteacher  
Responsible for: Cleaning Staff

Grade: G06 G07  
Contract: Permanent Full Time; 36 hours per week plus occasional overtime.

### Purpose of Post

The Site Manager is responsible for the total maintenance and good working order of premises of St George's Catholic Primary School, so as to provide an appropriate, safe and secure environment for the education of the pupils and the work of all the staff.

All duties are to be carried out in compliance with the Health and Safety at Work Act, nationally and locally agreed Codes of Practice which are relevant and the School's Health & Safety Policy and Procedures.

### Key Tasks

1. To ensure statutory compliances are met.
2. To ensure good order and maintenance of the buildings and grounds both on a daily and long term basis.
3. To ensure the safety and security of the school premises and its contents.
4. To manage routine maintenance, refurbishment and minor repairs.
5. To manage housekeep/cleanliness and cleaning staff.
6. To communicate, liaise and co-ordinate as necessary with external contractors so as to provide for building developments and projects in the school.

# **SITE MANAGER**

## **TASKS, DUTIES, REPOSIBILITIES**

### **1. Good order and Maintenance in the school premises**

- Responsible for ensuring and promoting the security, maintenance, caretaking, cleaning standards and general well-being of the school.
- Open and close the school at the designated time and ensure the premises are secure.
- Responsible for dealing with breakdowns in heating, lighting and main services to the school so as to prevent unnecessary disruption to the work of the school.
- Identify and maintain a record of repairs and report appropriate information to the Headteacher.
- Work in cooperation with the Headteacher and School Business Manager concerning the relevant budget for repairs, cleaning and site maintenance.
- Monitor the consumption of gas, electricity and water through regular meter readings.
- Responsible for 'energy efficiency' by monitoring the use of utilities and identifying areas of improvement.
- Clean an agreed area of the school.
- Able to operate cleaning equipment, machinery and tools.
- Identify/cost and maintain a record of cleaning materials and equipment.
- Monitor and maintain the stock of utilities/resources (e.g. soap, towels, toilet paper etc) and to be responsible for ordering these within the agreed budget.
- Maintain the grounds in a clean and tidy condition, including sweeping (clearing litter from car parks, paths, playground areas, cutting back plant growth, weeding, sweeping/clearing up leaves).
- Be responsible for organising and monitoring rubbish collection, ensuring that the bin areas are in a clean and hygienic condition.
- Keep all storage containers in good condition.
- Respond to emergency situation within the school/school grounds as necessary or as instructed.
- Undertake minor repairs, improvements, decoration of the school site, with the range of own individual skills and capacity.
- Provide emergency access in the event of snow or minor flooding or similar emergency situations.

### **2. Safety and security of the School Premises and its contents**

- To be responsible for the security of the premises, liaising with London Borough of Harrow, Police and other emergency services in this respect as necessary.
- To be responsible for locking up the school and for the unlocking and locking of the school during school closure periods.
- To ensure that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly.
- To check, at least monthly, all perimeter fences, security devices, fire appliances, CCTV systems and alarms.
- To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results recorded.

- To monitor, report and advise the School Office Administrator/Headteacher on all security matters.
- To be aware of all out of hour's activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.
- To act as main keyholder for the school on call-outs.
- Be vigilant and assist with monitoring security arrangements both during and outside of school hours.
- Ensure unauthorised parking of vehicles does not occur.
- Ensure that rules are applied for the non – movement of vehicles in school carpark at allocated times.

### **3. Furniture and Equipment in the School**

- Receive deliveries of school equipment, ensuring that these are quickly and efficiently moved on the appropriate area/department.
- Responsible for the good working order of school furniture, equipment and fittings.
- Identify and purchase in liaison with the Headteacher, and School Finance Officer, all necessary furniture, fittings, equipment and tools.
- Maintain accurate records of caretaking and cleaning tools and equipment.

### **4. Management of Cleaning Staff**

- Organise and supervise the work of the cleaning staff so that the buildings are cleaned to the required standard.
- Carry out specified cleaning responsibilities.
- Manage the team, organise rotas, monitor and supervise attendance and holiday leave of the cleaning staff so that the necessary work can be completed at all times.
- Complete all relevant administrative work (e.g. time sheets, annual leave forms etc) and return to the Headteacher.
- Ensure that cleaning staff are up to date with required training (For eg: COSHH, Lone Working).
- Manage budget, audit and order cleaning materials.

### **5. Liaison with external contractors**

- To give access to maintenance contractors and conduct a site induction, including review risk assessment method statement prior to commencing works.
- Monitor and ensure the quality of the work being done.
- Follow required guidelines with regard to tendering processes.
- Work in liaison with the Headteacher, Governors and the school's building consultants with regard to projects and developments at St George's Catholic Primary Voluntary Academy.
- Undertake the management of lettings as required.

### **6. General expectations**

- To arrange cover with the Headteacher/Deputy when on annual/sick leave.
- To assist public relations by responding to parents and site visitors in a helpful manner.
- To assist staff in the maintenance of good order by encouraging pupils to behave responsibly in school and develop appropriate relationships with pupils.

- To maintain good relations with the Headteacher, teachers, non-teaching staff, pupils, parents and governors.
- To undertake such other associated duties as may be required by the Headteacher/Deputy.
- To ensure the school is kept clean and tidy and is conducive to learning, eg litter picking, collecting and disposal of refuse, disinfecting bins, ensuring toilets checked daily for fresh supply of disposables etc.
- To ensure the halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards.
- To ensure the main school hall floors are kept clean and polished.
- To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met.

The post is in line management to the Headteacher.



## **SITE MANAGER**

### **Person Specification**

Education and Qualifications: Experience and Practical knowledge are more important than educational qualifications.

Further qualifications in Premises Management and or Cleaning Science and or Building Maintenance would be an asset.

### **Professional Knowledge**

- Knowledge and understanding of issues relating to the successful maintenance of a school site.
- Knowledge and understanding of matters relating to Health & Safety in a working environment.
- Knowledge and expertise in performing minor repairs or building tasks.
- Knowledge and understanding of simple financial transactions, e.g. estimating cost of materials.
- Knowledge and understanding of issues relating to working in a multi-racial community experience.
- Recent experience of work relating to the maintenance of a school or similar work site.
- Experience of leading a team or working as a member of a team.

### **Professional Skills and Abilities**

- Ability to communicate with pupils, staff, parents and a variety of personnel from outside companies or agencies.
- Ability to fill in forms, write brief reports and complete any other documentation relating to the post.
- Be IT literate and have ability to manage "Statlog" and e mail.
- Ability to plan work and follow it through using time effectively.
- Ability to employ a range of strategies and skills to fulfil building tasks such as minor repairs and site maintenance.
- Ability to work collaboratively with other members of staff as a member of a team.
- Ability to develop good relationships with staff, parents, pupils and governors.
- Ability to monitor and supervise the work of outside contractors to the benefit of the School.
- Ability to show initiative where necessary.
- Ability to carry out simple financial calculations e.g. monitoring energy consumption, projecting costs of materials.
- Ability to keep accurate records of stock and maintain and order stock where necessary.

### **Commitment**

- Commitment to furthering own professional development e.g. attending relevant training courses.
- Commitment to developing an effective working relationship with the Head teacher.
- Commitment to a high level of performance in the Site Manager's role.

# **SITE MANAGER**

## **Job Specification**

The following specification is to be read in conjunction with the Job Description.

### **Working Times:**

36 hours Monday to Friday

With prior agreement between the Head teacher and Site Manager the above hours may be varied to suit the needs of the School.

### **Annual Leave:**

Specific dates to be agreed in advance with the Head teacher.

The Governors and Headteacher expect a minimum of three weeks' notice to the Head teacher of requested annual leave.

### **School Lettings:**

Take responsibility for school lettings. Assist in the preparation of the school for use by hirers. This will include the movement of furniture and equipment as requested by the Head teacher/nominated Deputy.

### **Health & Safety:**

All work must be carried out according to the Health & Safety Policy of the school and also that of the London Borough of Harrow.

The Site Manager will be responsible for the removal of any body fluid spillages that occur in the buildings or grounds.

The Site Manager will be vigilant at all times to Health & Safety matters throughout the school.