



Job title: **Site Manager**

Grade: Range grade Scale 6 £30,699-£31,731

Workplace: Earlham Primary School

Supervisor: Headteacher/School Business Manager

Purpose of job and main objectives:

- To be responsible for the day-to-day security and safety of the school site and premises.
- To be responsible for non-structural repairs and maintenance, heating and ventilation and other general site services within the establishment.
- To oversee the general maintenance and cleanliness of the site, providing a safe, secure and healthy environment for pupils, staff, parents, visitors and other users.

Main duties and responsibilities

- To maintain and keep under review the security of premises, ensuring proper and regular patrols are undertaken and that alarms are properly maintained, used, reset as necessary and tested.
- To act as one of the main key holders of the site, registered as such with the police, and to ensure that access to keys and the site is given only to authorised persons.
- To ensure that all windows, doors and gates are opened and closed at appropriate times as specified by the Headteacher/School Business Manager.
- As key holder, to be responsible for attending the site/premises in emergencies, taking appropriate action in the case of break-in, theft or fire, including boarding up broken windows, repairing or changing door or window locks and resetting alarms.
- To liaise with the Departmental Health and Safety Adviser, local police and fire brigade on all aspects of site security and fire safety, informing the Headteacher/School Business Manager of any premises-related health and safety issue requiring attention.
- To maintain appropriate and adequate supplies of first aid and infection control equipment and materials in accordance with Borough policy and guidelines.

- To take responsibility for arranging the maintenance of emergency equipment (e.g. fire extinguishers) and the proper storage and use of any harmful machinery or toxic materials.
- To ensure the safe and efficient operation of all mechanical, electrical and heating services on the site including, where appropriate, lifts and swimming pools.
- To monitor and take appropriate action to ensure proper and safe levels of heating, lighting and ventilation.
- To assist the Headteacher/School Business Manager in developing a planned maintenance programme for the site.
- To undertake minor repairs and redecoration as required, in accordance with agreed guidelines, using appropriate tools and equipment.
- In emergencies, e.g. following break-ins, to make good any damage to external or internal doors, locks or windows, replacing glass as required and obtaining estimates for repair to any item which falls outside the guidelines for repairs and maintenance.
- To keep under review all aspects of repairs and maintenance of the site and to advise the Headteacher/School Business Manager on the need for minor and major repairs and maintenance.
- In the case of non-structural repairs and maintenance which cannot be undertaken personally, to obtain estimates, evaluate these and recommend the best option for approval by the Headteacher/School Business Manager.
- To deal with minor contractors (e.g. window/carpet cleaners) in order to ensure that work is signed off only when it has been completed in full and to a satisfactory standard, advising the Headteacher/School Business Manager of any error or omission.
- To advise prospective hirers on the availability and operation of the site for lettings outside school/working hours, including taking bookings, advising on charges and assisting with hirer's requirements.
- To be flexible and available for school events, evening and weekend lettings.
- To ensure the proper cleaning of the site and premises, either by direct allocation and supervision of cleaning staff or by monitoring the performance of contract staff against a contract specification.
- To undertake cleaning as required, including dealing with slippery floors, floods, spillages, bodily fluids and planned annual cleaning programmes.
- To ensure that school/site playgrounds/car parks are cleaned and maintained, including removing weeds from hard surfaces, removing fallen leaves, litter and other debris and arranging for efficient refuse collection from the site.
- To ensure that external paths, steps and entrances are clear of debris, snow, water, leaves or other hazards and that the site and grounds (including the area directly outside the school site) are cleaned and maintained to a high standard.

- To be responsible for ensuring the removal and porter age of furniture and deliveries within the school/site moving small items when this is within the reasonable capabilities of one person, following health and safety guidelines on manual handling of loads.
- To advise the Head teacher/School Business Manager on all aspects of site security, including making recommendations on improvements or alterations to lighting, entrances/exits, arrangements both for the welcoming of visitors and aimed at deterring intruders in order to ensure a safe environment.
- To undertake regular health and safety risk assessments on the premises, making appropriate recommendations for change or improvement to the Head teacher/School Business Manager as necessary.
- To undertake major redecoration of rooms or other parts of the site as required from time to time by the Headteacher.
- To manage the work of an Assistant Site Manager and cleaning staff in carrying out daily and annual cleaning tasks, allocating cleaning areas, monitoring work and carrying out on the job training as necessary.
- To undertake basic gardening including small scale grass cutting, weeding of beds and borders and pruning of shrubs and hedges as necessary.
- To ensure that a sweep of the school at the start of the day ensures that no rubbish or litter is left lying around and that the school and all of its facilities are in a good clean condition, this includes areas such as the staff room, kitchen, hall, entrance area and corridors.
- To sweep the EYFS outdoor playground on a weekly basis.
- To take day to day responsibility for identifying the need for minor and major repairs and maintenance of the site, identifying potential hazards or building-related defects and for recommending action to be taken to remedy these, including obtaining lists of suitable contractors and estimates of potential costs involved.
- To liaise with contractors advising the Headteacher/School Business Manager of any error or omission in order to ensure that work is signed off only when the full contract specification has been achieved, submitting written reports when required. To contribute to the review of major contracts as required.
- To assist the Headteacher/School Business Manager in developing appropriate policies for the school/site, e.g. lettings, security arrangements, and to advise on their implementation, monitor and evaluate their success.
- To maintain appropriate records, manual and computerised, for all letting, maintenance and repairs, ordering of stock and equipment, incidents and accidents involving health and safety or security of the site and recording visits to the establishment by authorised persons.
- Within the responsibilities and budget delegated by Headteacher/School Business Manager, to be responsible for the ordering of materials and equipment required for effective site management, checking of invoices, monitoring expenditure, preparing and checking estimates and regular stocktaking.

- To contribute to reports for the Governing Body on premises-related issues and expenditure.
- To assist in the development, organisation and preparation of facilities for a varied programme of activities and events on the site. To assist in marketing the use of the school/site outside working hours by preparing information about the site for prospective hirers, including estimates of lettings costs for meetings and functions. To advise the Head teacher/ School Business Manager on ways of enhancing lettings and maximising income for the school/site.
- To assist the Head teacher/School Business Manager in reviewing the work of major contractors and advising on any error or omission as necessary. To monitor the contractors providing cleaning and grounds maintenance services, completing a log book of complaints as necessary and resolving any issues whilst the contractor is on site where appropriate.
- To manage the work of more than one Assistant Site Manager as required
- To carry out other high level duties consistent with the basic objectives of the post, as delegated by the Headteacher/School Business Manager or governing body.

Fundamentals to fulfilling the responsibilities of this post is the ability to respond flexibly, positively, and successfully to the ever-changing pressures which schools face.

This Job description is a guide to the level and range of responsibilities, which the post holder will initially be expected to undertake. It's neither exhaustive nor inclusive and will be changed from time to time, to meet the changing circumstances and demands. It will not form part of the post-holder's contract of employment.

Signatures of line manager and job holder

Date: / /

Signature of Manager:

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Date: / /

Signature of post holder:

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