

## JOB DESCRIPTION



**Job Title:** Site Manager

**Grade:** Grade 6

**Reports to:** Estates Manager

**Hours:** 30 hours per week part time split shift 07.30-09.30 plus 14.30-18.00 during term time. (Actual hours worked during school closure period to be negotiated with the line manager dependent on school and academy trust needs).

### Purpose of Role

To be responsible for all aspects of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes security, cleanliness, portage, monitoring contracts/contractors, routine maintenance and refurbishment, minor repairs, advising the Headteacher on suggested improvements to the general school environment, to improve the productivity of site management and to carry out pre-planned maintenance programmes.

### Main Responsibilities, Tasks & Duties

To ensure that the management and maintenance of the school buildings and environment are effectively undertaken:

- To be responsible for the Health & Safety of the site.
- To undertake repairs and DIY projects.
- To create and maintain an effective premises team ensuring that the changing needs of the school are met through training and development of the premises staff.
- To delegate tasks as appropriate to other site staff or outside contractors, ensuring Health & Safety regulations are strictly adhered to.

### Specific Responsibilities

To monitor the day to day maintenance, repair and cleaning of the school:

- In conjunction with the School Operations Manager (SOM)/Headteacher to monitor the day to day maintenance and repair budget and the cleaning materials budget.
- To advise on a rolling programme of redecoration/refurbishment.
- To order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes, ensuring best value for money is received.
- To assist the SOM/Headteacher to prepare documentation for tenders or specifications of small to medium projects.
- To develop appropriate monitoring procedures to ensure the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies.

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- To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate records where appropriate.
- Following the buildings PPM schedule incorporating and growing this to ensure the building is well maintained safe, secure and compliant.
- To instruct and supervise or undertake works pertaining to the grounds maintenance and relevant subcontractor ensuring the school grounds are maintained to a high standard.
- To ensure the premises team works efficiently and effectively so that the site is maintained to a high standard.
- To be responsible for the security of the premises, liaising with Security, the Police and other emergency services in this respect as necessary.
- To be responsible for unlocking and locking up the school building and grounds.
- To ensure that at the end of the day all doors, windows and gates are locked, gas and electrical appliances turned off and all security alarms set and working correctly.
- To check, regularly and to a schedule, all perimeter fences, security devices, fire appliances, CCTV systems, alarms, sprinkler system, and any other items required to ensure safe and maintained environment for the delivery of education keeping full records of all checks.
- To monitor, report and advise the SOM/Headteacher on all security matters.
- To be aware of all out of hours 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 key holder for the school on call-outs.
- To set and monitor the school heating and hot water systems.
- To take energy readings on a monthly basis.
- To ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets checked routinely for fresh supply of disposables etc.
- To ensure that 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 hygienic.
- 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.
- To manage the provision of a portering and furniture moving service as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming.
- To ensure that orders received into school are delivered to the appropriate area/person as necessary.
- To ensure routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, air conditioning units, firefighting equipment, lightning conductors, etc. and results recorded.
- To collect and dispose of all waste, refuse and surplus materials.
- To clear up bodily fluids after accidents adhering to Health & Safety procedures.
- To carry out emergency cleaning if required.
- To ensure that all working practices for the Premises Team comply with current legislation.
- To provide safe access to the school in the event of snow, ice or flooding.

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- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc.
- These include but are not limited to:
  - a) Fire safety – fire drills, call points, escape routes, emergency exits, firefighting equipment, housekeeping, fire alarm tests.
  - b) Legionella testing.
  - c) Meter readings.
  - d) Ladders and working at height equipment safety inspections.
  - e) COSHH Register.
  - f) Alarm tests.
- Carry out gate patrols at the beginning and end of the school day.
- Maintain the perimeter and grounds of the school carrying out daily inspections and reporting/rectifying any defects.
- Monitor the site and raise any issues or concerns pertaining to H&S immediately following CIT process.
- To maintain the school's equipment and plant inventory.
- Ensuring all orders are place in a timely manner, for items of housekeeping ensuring stock levels are maintained.
- To order repairs and maintenance items in liaison with the SOM.
- To maintain a log of all inspections and checks carried out.
- To establish and maintain a list of repairs / improvements.
- To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept.
- To maintain all tools and equipment in good repair and arrange for the training of members of the Premises Team on their safe use.
- To ensure mechanical equipment is inspected prior to each use.
- To ensure power tools are inspected before use and are PAT tested as required.
- To assist the SOM with obtaining tenders and quotes.
- To carry out regular H&S inspections and Risk Assessments on his/her own and with the SOM.
- To carry out other duties of a similar nature from time to time as may be required by the Senior Leadership Team.

<b>Supervision of People</b>
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- To monitor the performance of the cleaning team playing an active role to ensuring a clean, tidy and well maintained school environment.
- To undertake the appraisal reviews of site staff, ensuring continuing professional development in liaison with the School Operations Manager.

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<b>Other Duties</b>
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The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.

Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Equal Opportunities** - The post holder is required to carry out the duties in accordance with Equal Opportunities policies.

**Health and Safety** - The post holder is required to carry out the duties in accordance with the Health and Safety policies and procedures.

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