



**Job Title:** Site Manager

**Line Manager:** Deputy Headteacher

**Hours:** Full Time - 35 hours per week, 52 weeks per year, 24 days holiday entitlement (more for continuous service)

### **Main purposes of the job**

- To be directly responsible for the operational management of the school site
- To line manage and performance manage other site staff
- To be responsible for the general maintenance, cleanliness and security of the school and to maintain the premises (both internally and externally) in a clean, safe, sound and secure condition for staff, pupils, parents and community users.
- The person appointed to this role will be expected to have enthusiasm and commitment for improving the health and safety aspects of the school within areas of their direct responsibility.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

### **Main responsibilities and tasks**

#### **Security**

- A. To be the main key holder and to be responsible for the maintenance of keys and the electronic alarm system and be the first respondent to emergency call outs. This includes the routine and non-routine opening and closing of the school and the setting of alarms; ensuring that the school is locked and secure, with fire doors and all windows closed at the end of the school day and after any school functions, lettings or community use.
- B. To ensure that all alarm systems are functioning properly and that regular checks are made of the systems.
- C. To provide a first point of contact for all visitors to the site, outside of normal working hours and to be responsible for ensuring that all visiting contractors and deliverers act in accordance with the health and safety policy.
- D. To ensure proper security and adherence to the health and safety policy at all events held outside of the school day, including meetings, open evenings, lettings and special events.
- E. To alert the appropriate person to any risk to a breach of security and deal with any incident affecting security as directed.
- F. To patrol the site to check for hazards, damages and intruders.
- G. To ensure that lighting is kept in good working order.
- H. Supervising contractors as appropriate, regarding access to the site, monitor and log the progress of the work and ensure that work is carried out to the required standard, as appropriate.

#### **Site Management**

1. Manage the caretaking staff in prioritising the work around the site in accordance with the School Improvement Plan and Health and Safety risk assessments.
2. Manage and monitor any site repairs, after approval from the Headteacher and arrange for builders to carry out all necessary work within agreed deadlines.

3. Be responsible for managing in conjunction with the caretaking staff and catering manager any annual maintenance programme for the school including the kitchen.
4. To advise the Headteacher at appropriate, meetings relating to the school site.
5. Report to the Governing Body as required providing status reports on any matters arising.
6. To have overall responsibility for the installation and maintenance of equipment for protection against and escape from fire with close liaison with the fire authorities. To keep records of and to initiate regular fire practices and alarm tests. To ensure emergency procedures are current and timely. To know what the elements of fire safety are and the associated risks to the school through the process of risk assessment.
7. To co-ordinate and manage the work and communicate/liaise with the schools quantity surveyor, Contractors and Council Officers with regard to the maintenance, refurbishment and development of the site.
8. Be responsible for liaising with the caretaker on the security and safe working condition of the school site.
9. Oversee and monitor all health and safety risk assessments in conjunction with caretaking staff.

### **Purchasing and storing**

9. In liaison with the finance officer, provide purchase orders for all materials and equipment required for maintenance, cleaning and sanitary provision (general cleaning is contracted out to an agency)
10. Ensure the proper and safe storage of all the equipment and materials that are within the above categories.
11. Ensure the proper maintenance of all machinery related to the above categories.
12. Maintain records (e.g. COSSH), auditing all stock related to these categories and any maintenance/repair of equipment.
13. Stock managing of the cleaning and maintenance needs within the allocated budgets preferably on a computerised system (training can be given)

### **Repair and maintenance**

14. To be responsible for a regular schedule of inspections throughout the buildings, and action plans for modifications and improvements. Alerting the headteacher to any work that needs to be undertaken or any issues where health and safety is at risk. This includes lighting, ventilation, time keeping, fire-fighting equipment and heating systems.
15. Ensure the regular checking by outside contractors of those systems that require such checks: electrical testing, alarms, heating systems, fire services, security alarms, gymnastics equipment and photocopying equipment.
16. Be responsible for all recycling schemes.
17. Make repairs if they are within the job's remit and manage contractors to complete their work and to ensure that the work has been completed in a proper and timely manner and comply with all health and safety rules.
18. Record all repairs and keep a maintenance log of routine and non-routine tasks
19. To prioritise and undertake the programme of minor works at the school, taking into account urgent need and health and safety issues e.g. locks, windows, gutters and paintwork (ongoing repairs are recorded on an electronic spreadsheet)
20. In consultation with the appropriate person negotiate prices for work to be carried out in school to ensure best value for the school.

## **Portage**

23. Undertake any necessary portering duties in line with correct handling policies.
24. Manage and assist with all deliveries to the school, ensuring the proper storage and distribution of all goods, after the admin staff has checked them.

## **Health and safety**

25. To make recommendations with regard to the Disabilities Discrimination Act.
26. To prepare termly health and safety reports for the GB
27. To prepare schedule for daily, monthly health and safety checks
28. To be responsible for health and safety folder including risk assessments
29. Ensure the proper use and storage of all tools and equipment being used to fulfil the job description.
27. To ensure duties are undertaken in accordance with the Schools Health and Safety policy including risk assessment and safety systems and to wear protective clothing as required and in line with Health and Safety protocols.
28. To carry out equipment testing as appropriate and report any faults to the appropriate person.
29. Operate CCTV or surveillance systems and take appropriate action to report any faults.
30. Carry out fire drills in consultation with the senior team.

## **Other responsibilities**

31. To meet with the headteacher on a regular basis to report any issue arising from the various aspects of the role but be able to work with minimal supervision and to given timescales.
32. To undertake duties of a similar nature and responsibility as may be required from time to time by the Headteacher or Deputy Headteacher
33. Keep electronic records of financial expenditure, and inventory of works carried out and an inventory of all maintenance and cleaning stock.
34. To monitor the quality of cleaning undertaken by the cleaning team and work closely with the cleaner in charge regarding standards of cleaning throughout the school.
35. To undertake 'emergency cleaning duties' which may occur during the school day.
36. Maintain all logs and appropriate records and actions in accordance with procedures.
37. To be able to communicate effectively both orally and in writing.
38. To work as part of a team and form good relationships with other colleagues
39. To maintain confidentiality over matters relating to the school, pupils, staff or parents.
40. Actively participate in any appropriate training when required.