

<b>Job title:</b>	<b>Site Manager</b>
<b>Grade:</b>	<b>Band 5 Points 18-22</b>
<b>Salary:</b>	<b>£27,344 to £29,439 (Scales as at April 22)</b>
<b>Directly responsible to:</b>	<b>The Headteacher and School Business Manager</b>
<b>Hours of Duty:</b>	<b>36.25 hours per week – <u>Contractual hours by prior agreement when contract commences</u></b>
<b>Application Process:</b>	<b>PLEASE NOTE APPLICATION PROCESS FOR THIS POST IS STRICTLY BY COMPLETING ‘PARK ROAD SALE PRIMARY SCHOOL APPLICATION FORM’ DUE TO SAFER RECRUITMENT PROCESSES IN SCHOOL – THE FORM IS AVILABLE ON REQUEST OR VIA OUR SCHOOL WEBSITE.</b>

### **Primary purpose of the job:**

- Support the Headteacher & School Business Manager (SBM) taking responsibility for and providing comprehensive management of the school site including security, cleaning, maintenance and repairs and monitoring of the fabric of the building.
- To manage cleaning/site staff and ensure cleaning is in accordance with specification.
- To be an integral part of Park Road Sale Primary School community demonstrating our shared values and ethos.
- Safeguarding: The post holder must be aware of, and comply with, policies and procedures relating to safeguarding, child protection, health and safety, security and confidentiality, reporting all concerns to the Headteacher.

### **Main Duties and Responsibilities/Accountabilities:**

#### **1. SITE MAINTENANCE**

Responsible for maintaining the site in a good state of repair and appearance including all buildings and facilities, roads and pathways, grounds and gardens.

#### **Principal Tasks:**

- Ensure effective communication with team and colleagues.
- Undertake planned maintenance and minor repairs/alterations/improvements, within capability, which do not affect the structure of the building.
- Maintain all equipment, tools and plant in a safe and good condition. Liaising with external suppliers and services where necessary.
- Maintain the school grounds to a high standard ensuring grounds are clean, tidy, litter and hazard free. Where required, liaise with external contractors to maintain cost-effective schedules.
- To produce a plan of programmed maintenance and monitor the performance of contracts ensuring records are kept in line with specified standards.

- Liaise with the Head Teacher and SBM in the preparation of maintenance and capital expenditure project / work plans. Report any need for repair or maintenance work to the SBM
- Liaise with contractors and be their main point of contact.
- Undertake routine inspections of the site including daily maintenance checks.
- Responsible for heating and lighting systems throughout the premises. Arrange to remedy any problems and to participate in cost saving projects.
- Undertake and document a weekly/termly risk assessment of the whole site and other Risk assessments / health and safety checks report findings to SBM
- Plan, organise, supervise and ensure all required checks are made at the correct time to ensure the site is regulatory compliant and formally report all exceptions.
- Be aware of the location of essential services including water isolation valves, fire points, drainage systems, gas and power supplies. Maintain a detailed plan showing the location of these.
- Regularly inspect all drains and gullies for blockages remedying as necessary.
- Regularly visually inspect outside areas for defects and potential hazards including condition of boundaries, fencing, building exteriors and trees.
- To carry out various maintenance and repairs in the school : Undertake minor repairs to window frames, doors, skirting, plaster work etc. Change light bulbs, fuses, locks, maintain clocks. Painting and decorating of doors, windows, classrooms, toilets, public areas, woodwork.
- Commit to the growth and maintenance of a positive risk management culture within the school. assisting staff where necessary.
- To undertake any other such duties which are reasonably associated with the level of this position.

## **2. FIRE AND SECURITY**

As the designated Fire and Security Officer ensure that all systems are regularly maintained and tested, appropriate records kept and all related policies and advise on policy and procedure updates as necessary.

### **Principal Tasks**

- Ensure the buildings are locked and unlocked at appropriate times (including daily opening and closing); setting and disarming of alarm systems; reporting faults to the alarm company.
- Be the principal key holder and be prepared to attend school out of normal working hours as and when required.
- Ensure internal security procedures are adhered to, reporting any issues / breaches to the Head Teacher/SBM
- Regularly walk around all buildings to monitor maintenance standards, lighting and heating use and that windows and doors are secured. Report and act upon any issues with the appropriate staff.
- Test fire alarm call points weekly and regularly check other fire equipment e.g. extinguishers for damage or expiration; change batteries in detection equipment as required; test emergency lighting; maintain logs of all checks.
- Liaise with the fire and security contractors to arrange for servicing and repairs.
- Contribute to the Fire Risk Assessment, updating where appropriate and resolving any Issues.

- Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations.
- Initiate the necessary procedures quickly and accurately relating to the emergency services, e.g. Police, Fire, Gas and Electricity Board
- Plan, organise, supervise and ensure all required checks are made at the correct time to ensure the site is regulatory compliant and formally report all exceptions.
- Some evening and weekend cover may be required in connection with school events

### **3. HEALTH & SAFETY**

Ensure work is carried out in accordance with health & safety requirements as requested by the Head Teacher / SBM

#### **Principal Tasks**

- Ensure the safe use of products in line with COSHH regulations.
- Manage refuse and recycling procedures and ensure relevant staff are aware. Ensure safe disposal of rubbish and waste material.
- Support cleaning staff to replenish paper towels/toilet rolls/soap daily.
- Boiler room to be kept clear and free from hazard.
- Ensure that rock salt is used in areas during adverse weather conditions.
- Plan, organise, supervise and ensure all required checks are made at the correct time to ensure the site is regulatory compliant and formally report all exceptions.

### **4. COST EFFECTIVENESS**

Contribute to the school's objectives of achieving greater value for money in the maintenance and day to day running of the buildings and site and to participate in developing community opportunities.

#### **Principal Tasks**

- Monitor the use of heating, lighting and other mains services to all areas of the site, ensuring proper use of the premises and resources by occupants of the building.
- Ensure value for money with all purchases.

### **5. PORTERING**

Provide a portering and furniture moving service to ensure supplies are in place and school activities can proceed as expected.

#### **Principal Tasks**

- Transfer goods and materials delivered to the school to appropriate locations around the school site. Assist with assembly of goods received where necessary and report any defects.

- Regularly set out and clear away furniture, equipment and other items when required in connection with assemblies, parents' evenings, special events, dining hall and so on.

## **6. CLEANING and WELFARE**

Participate in and ensure that the site is kept clean, tidy and attractive in order to minimise risks to the health and safety of those using the school site and to ensure the activities of the school can take place in an environment suited to learning.

### **Principal Tasks**

- Ensure high standards are maintained, cleaning staff efficiently employed and value for money achieved.
- Undertake management responsibility for and monitoring the work of the cleaners employed by the school
- Work collaboratively with cleaning staff and manage them effectively to ensure smooth running and delivery of cleaning services including:
  - being the main point of contact for cleaning staff
  - Check the arrival of cleaning staff.
  - Report absences to SBM.
  - Check and forward timesheets to SBM.
  - Organise the work of the cleaning staff team, including absence cover
- Ensure high standards of cleaning and report any problems to the SBM
- Prepare, supervise and contribute to the annual cleaning programme.
- Keep all outside areas clean and tidy, e.g. litter clearance, leaf and tree debris clearance, refuse bin compounds.
- Carry out emergency cleaning as required (eg spillages/accidents) to to maintain a safe, clean and orderly learning and working environment
- Ensure that cleaning equipment is properly maintained and in good working order
- Monitor supplies of cleaning materials, personal hygiene products. Working with cleaning staff to ensure effective replenishment.
- Ensure adequate supplies of domestic consumables are in all classrooms and toilets.

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Senior Leadership Team will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time