



## Site Manager – Job Description

**Reporting to:** Business manager

**Grade and Salary:** BAND F

**Contract Type:** Permanent (20 hours per week)

**Responsible for:** Caretaker

### **Job Purpose**

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 refurbishments, minor repairs, advising the headteacher on suggested improvements to the general school environment, to improve productivity of site management and to carry out pre-planned maintenance programmes.

### **General Responsibilities**

- To ensure the management and maintenance of the school buildings and environment are effectively undertaken
- To be responsible for 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 staff or outside contractors, ensuring health & safety regulations are strictly adhered to
- To ensure a clean, tidy and well-maintained school environment

### **Specific Responsibilities Premises Management**

- To monitor day to day maintenance, repair and cleaning of the school
- In conjunction with the Business Manager to monitor the day to-day maintenance and repair budget.
- To advise on a rolling programme of redecoration/refurbishment and complete the painting.

- To order/supervise repairs and act as project manager for small maintenance contracts and improvement schemes ensuring best value for money is received
- To assist the Business Manager 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
- To carry out regular checks and inspection of premises, equipment and grounds keeping accurate manual records where appropriate
- To instruct and supervise where appropriate the gardening contractor ensuring the school grounds are maintained to a high standard
- To ensure the site is maintained to a high standard

### **Security**

- To be responsible for the security of the premises, liaising with the school's premises security providers, police and other emergency services in this respect as necessary
- To be responsible for the opening up of the school during term time and for unlocking/locking the school during closure periods
- To ensure 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. The responsibility will be delegated to premises staff if and when necessary
- To check at least monthly, all perimeter fences, security devices, fire appliances, CCTV systems and alarms
- To ensure the fire call points, intruder alarms and emergency lighting are tested and results recorded.
- To monitor, report and advise the 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 keyholder for the school on call-outs

### **General Site Duties**

- 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 are checked daily for fresh supply of disposables etc
- To ensure that's 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 and corridors are kept clean and polished where required
- 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 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 person as necessary

- To ensure that the routine maintenance service checks on all serviceable equipment are carried out i.e., boilers, air conditioning, firefighting equipment, lighting conductors etc and results recorded
- To ensure all light bulbs, fluorescent tubes and starter switches etc are changed as necessary
- To book PAT testing and keep accurate records
- To ensure all indoor and outdoor plants are adequately watered during school closure periods
- To ensure that all bins are cleaned
- To undertake window cleaning as required
- To collect and dispose of all waste, refuse and surplus materials
- To clear up bodily fluids after accidents adhering to health & safety procedures

### **Health & Safety**

- 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
- To have knowledge of the location of water and gas stopcocks and mains electricity power breakers
- All duties to be carried out in compliance with the Health & Safety at Work Act, nationally and locally agreed codes of practice which are relevant to the school's health & safety policy and procedures

### **Administration**

- To maintain the school's equipment and plant inventory
- To place orders via the school office for items ensuring stock levels are maintained
- To order repairs and maintenance items in liaison with the Business Manager
- To maintain a log, of all inspections and checks carried out
- To establish and maintain a list of repairs/improvements
- To establish & maintain an audit of all tools and equipment, their state or repair and where they are kept
- To maintain all tools and equipment in good repair and arrange for the training of equipment use where required
- To ensure mechanical equipment is inspected before use and are PAT tested as required
- To assist the finance manager on obtaining tenders and quotes
- To carry out H&S inspections and Risk assessments on his/her own and with support from the Business Manager

### **NOTE:**

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.