# SITE MANAGER

Salary Scale: H4- H6

Hours: 30 hours per week. Split Shift

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Responsible to: Headteacher

Line Manager: Deputy Headteacher

Responsible for: Site Cleaners

**Main Purpose of the Job**

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, porterage, monitoring contracts/contractors, routine maintenance and refurbishment, minor repairs, advising the Office Manager/Headteacher on suggested improvements to the general school environment, to improve the productivity of site management and to carry out pre-planned maintenance programmes.

**General Responsibilities**

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

• Bring to the attention of the SLT any health & safety issues on site

• To undertake repairs and DIY projects

* Cleaning areas on site out of the remit of the cleaning contract
* Emergency cleaning on site

• To create and maintain an effective premises plan ensuring that the changing needs of the school are met

• To delegate tasks as appropriate to outside contractors, ensuring Health & Safety regulations are strictly adhered to

• To monitor the performance of the cleaning staff to ensure a clean, tidy and well maintained school environment

**Specific Responsibilities**

**PREMISES MANAGEMENT**

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

• In conjunction with the School Business Manager (SBM)/Headteacher to monitor the day to day maintenance and repair budget and the cleaning materials budget

• To attend the Governors’ Buildings, Health & Safety meetings

• 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 OM/Headteacher to prepare documentation for tenders or specifications of small to medium projects

• To develop appropriate monitoring procedures to ensure that 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 inspections of the premises, equipment and grounds keeping accurate manual records where appropriate

• To monitor work requests in Site Log ensuring that day to day maintenance tasks and requests for minor works are undertaken as expediently as possible and actions recorded in a timely manner

**SECURITY**

• To be responsible for the security of the premises

• To be responsible for locking and unlocking the school during term time and for the unlocking and locking of the school during school closure periods.

• To ensure that 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

• To check, all perimeter fences, security devices, fire appliances, and alarms

• To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results recorded

• To monitor, report and advise the OM/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 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 polished

• 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 ensure that orders received into school are delivered to the appropriate area / person as necessary

• To ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, air conditioning units, fire fighting equipment, lightning conductors etc. and results recorded

• To ensure light bulbs, fluorescent tubes and starter switches etc are changed as necessary and fittings and shades are cleaned regularly

• To carry out PAT testing and keep accurate records

• To ensure that the milk bins are cleaned

• To collect and dispose of all waste, refuse and surplus materials

• To perform the summer cleaning of the chairs and tables in the KS1 and KS2 classrooms

• To carry out emergency cleaning if required

**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 all water and gas stop cocks and mains electricity power breakers etc

• 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 and the School’s Health & Safety Policy and Procedures

**ADMINSTRATION**

• To place orders, via the school office, for items of housekeeping ensuring stock levels are maintained

• To order repairs and maintenance items in liaison with the SBM

• To establish and maintain a list of repairs / improvements

• To assist the SBM with obtaining tenders and quotes

• To carry out regular H&S inspections and Risk Assessments on his/her own and with the SBM

To carry out other duties of a similar nature from time to time as may be required by the Senior Leadership Team