

**ST. NICHOLAS
CHURCH OF ENGLAND PRIMARY SCHOOL AND NURSERY**

Job Description for Site Manager

The duties and responsibilities of Site Manager have been set out in this job description with due regard to the following principles:

This role requires an amount of working to prioritising own workload to ensure the school is maintained to a satisfactory standard and to be able to react quickly to changing priorities.

Responsibilities

To be responsible, under the general supervision and direction of the Headteacher or **Finance Manager**, for the efficient day-to-day operation of the School's caretaking and maintenance services including:

- The security of the school buildings and grounds
- The maintenance and repair of fittings, furniture and equipment, which do not require specialist skills.
- The operation of the heating plant for the School.
- The cleaning of external hard surface areas within the grounds and general care of the site, including garden borders and woods
- General portage duties, including the movement of furniture and equipment within the School, as required.
- The supervision of the activities of cleaning staff and **Assistant Site Manager**, where appropriate, including
- the provision of on-the-job support, as required.
- To liaise with the Finance Manager regarding lettings of the school premises outside of school hours.

Duties

Fulfilling all listed roles and responsibilities whilst using the school's online premises management software package.

1 Supervision of staff

- Directing and monitoring the cleaning staff in all aspects of their work to ensure a consistent approach and satisfactory standard, including providing appropriate direction in the use of appropriate equipment.
- **Assisting the Finance Manager**, as necessary, in the recruitment, selection and appointment of the **premises** staff.

2 Security of Site and Premises

- Opening the school premises prior to the start of each day on which legitimate access to the site and its facilities are required by, as necessary and appropriate
- Unlocking gates.
- Deactivating intruder alarm systems.
- Unlocking doors, stores, sheds and isolated buildings (when required).
- Taking the appropriate action if the premises have been disturbed or damaged.
- Switching on lights and heating when and where necessary.

Ensuring the Assistant Site Manager secures the school premises at the end of each day or to make sure someone else is responsible for securing the premises if the Assistant Site Manager is not available and making sure they know they have to:

- Checking the premises on foot to ensure all unauthorised occupants have vacated the site.
- Ensuring that all windows are closed and locked.
- Ensuring that all unnecessary lights are switched off.
- Locking all secure areas, doors and gates.
- Activating intruder alarm systems.
- Ensuring the safe keeping of keys.
- **Preparing the school site for any lettings.**

Providing access to the school for authorised personnel or appropriate emergency services outside the normal hours of opening where reasonably practicable for the Site Manager to attend, including access in the event of flood, fire, burglary, accident or similar emergencies **in partnership with external security company.**

Where reasonably practicable, taking appropriate action to prevent or respond to trespassers, including informing the Headteacher, Local Education Authority or police, as appropriate, of the presence of unauthorised intruders on the school site and of any damage to or theft from the school premises or grounds, as soon as practicable.

3 Maintenance, Repairs and Decoration

- Inspecting the school site and premises, on a regular basis, to identify the need for repairs and maintenance, and referring matters to the Headteacher or Finance Manager, for approval for remedial action to be taken. (Appendix 1 provides a representative list of the items to be inspected and logged onto **our online premises management system**). Undertaking minor repairs or improvements not requiring specialist skills.
- Carrying out routine procedures, on a regular basis, as necessary and appropriate, for the inspection, testing and minor servicing of ancillary equipment e.g., batteries, fire and intruder alarm systems (including emergency lighting), and mechanical cleaning aids, in order to ensure that they are in an operational condition, referring matters to the Headteacher or Finance Manager, for approval for remedial action to be taken, where appropriate. Portable Appliance Testing (training given for this)
- Replacing light bulbs and tubes where accessible, as necessary. Checking, on a regular basis, for broken diffusers, shades, switch plates, socket plates and plugs etc., undertaking minor repairs/replacement or referring matters for approval to the Headteacher or Business Finance Manager, for remedial action to be taken, as necessary and appropriate, and in accordance with the relevant safety regulations which will be notified to the Site Manager.
- Carrying out minor repairs to property, fixtures, fittings furniture and equipment, which do not require specialist skills, in order to maintain them in an operational condition, referring matters to the Headteacher or Finance Manager, for remedial action to be taken, where appropriate. (Appendix 2 provides a representative list of items to be covered by these requirements).
- Ensuring that all gutters (up to a height not exceeding 3.5 metres above the ground), drains and gullies are free flowing and clean, clearing any blockages where possible and referring matters to the Headteacher or Finance Manager, for remedial action to be taken, where necessary. Ladder Training necessary.
- Undertaking minor repairs to existing fencing or reporting defects, as necessary.
- Running taps to ensure that static water is removed from storage tanks and distribution pipes at the end of long holiday periods. Completing regular hot water outlet points, **as instructed by our online premises management software**.
- Undertaking simple redecoration work not requiring specialist skills, as required, up to a height not exceeding 3.5 metres.
- Ensuring proper access to and egress from the school site during normal working hours for workmen and contractors and directing them to the location of items or areas requiring repair or maintenance; monitoring the satisfactory completion of minor repair and maintenance work so far as is practicable, referring matters to the Headteacher or Finance Manager, as necessary.
- **Maintaining the school fish tank through feeding, cleaning and monitoring. Alert the Finance Manager to any concerns**

4 Heating and Mechanical Services

Attending training courses in normal working hours and without incurring additional personal expense, organised by the employer.

Maintaining required temperatures in the school premises and ensuring an adequate supply of hot water through the proper operation of the heating plant and reporting any faults as necessary. (Appendix 2 provides a representative list of the tasks involved).

5 Cleaning and Care of Premises and Grounds

- Ensuring that the school grounds, premises and furnishings falling within the normal responsibilities of the Site Manager, are cleaned to a satisfactory standard in accordance with the Authority's requirements and methods.
- Consulting regularly with Headteacher or Finance Manager, on all cleaning matters.
- Undertaking the daily and periodic cleaning of designated areas, in accordance with the specifications laid down by the Authority, and supervising the work of directly-employed cleaning staff, where appropriate.
- Ensuring, within the budgetary provision available, a proper supply of appropriate cleaning materials and basic equipment, including refuse sacks and bins, and ordering replacements, as necessary.
- Liaising with grounds maintenance contractors as appropriate and referring difficulties or failings, such as poor performance, non-compliance with specifications to the Headteacher or Finance Manager, without delay, for appropriate action to be taken.
- Ensuring that all hard covered areas and paths on the school site are free from litter and the excessive accumulation of dirt or leaves. Emptying and cleaning on a regular basis, all outside litter bins or baskets. Overgrown shrubbery to be cut back and garden borders kept tidy including the sensory garden.
- Moving dustbins and recycle bins for the disposal of refuse as necessary and appropriate; disposing of refuse by suitable means and cleaning dustbin areas.
- Where appropriate, cleaning play areas in accordance with the appropriate instructions.
- Carrying out emergency cleaning measures, which may arise from spillages and sickness on the part of pupils, and following storms, floods, break-ins, and vandalism, including the removal of graffiti from walls, furniture and fittings.
- Checking, on a regular basis, that adequate supplies of soap, toilet rolls, towels and similar materials are available throughout the school and replenishing these as necessary.
- Maintaining the site asbestos book and site record book, keeping entries up to date and ensuring the correct asbestos safety procedures are adhered to. (Training to be completed)

6 Porterage and General Duties

- Removing, laying out, stacking and transporting furniture and equipment within the school, as required.
 - Receiving, storing and distributing within the school stores, materials and other goods and making appropriate arrangements for the despatch or collection of goods from the School.
 - Attending such appropriate training courses, within normal working hours and without incurring additional personal expense, in connection with caretaking, maintenance and cleaning matters, as may be required from time to time, to ensure that a satisfactory level of performance and an up-to-date knowledge of methods and materials is maintained.
 - Completing appropriate paperwork and our online premises management software system in connection with caretaking and cleaning Functions, e.g. metre readings, emergency lighting testing.
 - Clearing snow/ice from paths, so far as reasonably practicable as necessary to provide safe pedestrian access to the school site and between buildings, including the spreading of rock salt, as appropriate, if supplied. Ordering salt as required and before the winter season.
7. Receiving and making telephone calls, as necessary and appropriate for the furtherance of his/her duties.
8. Within the overall constraints of workload and available time, undertaking such other reasonable and appropriate duties, consistent with the general level of those set out in this job description, as the Headteacher may assign from time to time, in order to maintain the effective and efficient day-to-day operations of the premises.

St. Nicholas School is a single story building with the following accommodation:

Indoors 7 classrooms, each with 2 toilets Nursery classroom Entrance area Hall and dining room Technology room Library Staff room Teachers' Room Head's Office Main Reception and Office Staff toilets Visitors' Toilet Kitchen (under the care of kitchen staff)	Outdoors 3 playgrounds Hub Woods Front access area Courtyard Outbuildings Garages
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The appearance of the building is very important. A clean, tidy and attractive building sets the whole tone of the school. We want children and teacher to work in an environment in which everything is in its proper place, well-cared for, and thoroughly clean. There is a large element of cleaning as part of this job.

Almost daily minor repairs need to be done. Examples of these are:

- mending broken shelves
- changing light diffusers
- repairing door catches
- straightening up damaged fences
- repairing infant children's equipment

The Site Manager in this school plays an important role in supervising the movement and parking of cars and safety of the children whilst cars are being parked, at various times and at the beginning and end of the day.

An Assistant Site Manager and 2 cleaners assist the Site Manager with cleaning duties from 3.30 pm until 5.30pm/ 6.30pm

Footnote

Lettings outside normal school hours are undertaken under the terms of a separate agreement. The involvement of Site Managers in such activities is voluntary and lies outside their normal contractual obligations, being undertaken in agreement with the Headteacher, on terms set out at the time of appointment and being subject to review from time-to-time. In a similar fashion, the Friends' requirements for caretaking duties will be covered in discussion between the line manager and the Site Manager.

ITEMS REQUIRING REGULAR INSPECTION

- 1 Roof flashings, blocked or defective valleys/ faces gutters and down pipes (where accessible, and visible from ground level or adjacent buildings). **Outside company to be called.**
- 2 Flat roofs for blocked gutters and outlets, loose or defective sections of felt or flashings (where accessible and visible from ground level or adjacent buildings). **Outside company to be called**
- 3 Inspect external walls for cracks, loose or defective copings and brick work.
- 4 Inspect faces, timber cladding, window frames, seals, door frames, doors and door seals for defects.
- 5 Inspect windows and doors for broken glass.
- 6 Inspect overflows from header tanks, WCs, etc. for leaks.
- 7 Inspect boundary and playground fences and gates for dangerous conditions or where a child could potentially run onto a road, due to defective fencing.
- 8 Inspect footpaths, paving, playground, kerbs and the hard surface recreation areas for dangerous uneven surfaces.
- 9 Inspect internal walls and ceilings for damp patches, loose panels, new or severe cracks, loose or defective fittings.
- 10 Inspect for defects and check operation and security of window fasteners, door locks, handles, hinges, door closers, floor springs and mechanical winding mechanisms.
- 11 Check floor coverings for defects, wear, security of thresholds etc.
- 12 Check taps, drinking fountains and showers for operation and test temperatures of hot water.
- 13 Inspect man hole covers and surrounds and gulleys for structural damage, cracks or looseness.

JOB DESCRIPTION FOR SCHOOL SITE MANAGERSITEMS REQUIRING MINOR REPAIR WORK

- 1 Unblock sinks, toilets, etc.
- 2 Replace tap washers, missing basin plugs and chains.
- 3 Secure book shelves.
- 4 Repair/replace door handles and latches.
- 5 Repair/replace locks and window fastenings.
- 6 Repair tables, desks and chairs.
- 7 Repair/replace toilet roll holders.
- 8 Repair/replace towel dispensers and soap dispensers.
- 9 Replace broken coat hooks.
- 10 Make safe broken glass and windows while effecting temporary repairs.
- 11 Repair mops, brooms, mop sweepers etc. (Site Manager's equipment only).
- 12 Repair and fix notice boards, where possible.
- 13 Make safe damaged and hazardous floor tiles and replace where possible.
- 14 Obtain or supply materials for minor repairs.
- 15 Replace damaged LED lightbulbs, if accessible with the use of stepladders.
- 16 Replace wall tiles.
- 17 Repairs to school equipment, including toys, (where applicable).
- 18 Check and adjust ball valves and replace float and arm in wc cisterns.
- 19 Synchronise clocks and replace batteries.
- 20 Attend to venetian or roller blinds and curtains, including fixing curtain tracks, and taking down/ rehangng for cleaning and repair, where accessible and safe to do so.