



THE LEA PRIMARY SCHOOL & NURSERY

Site Manager

Grade: H3

Main purpose

To be responsible for the maintenance and security of the school premises and site, ensuring a safe environment.

Key responsibilities

1. Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required.
2. Act as the designated key holder for the school premises.
3. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms).
4. Undertake minor repairs (i.e., not requiring qualified craftsman) and maintenance of the buildings and site.
5. Arrange emergency repairs.
6. Arrange regular maintenance and safety checks.
7. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
8. Monitor stock and order supplies.
9. Undertake general portage duties, including moving furniture and equipment within the school.
10. Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately.
11. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
12. Monitor the work of and manage cleaning and other site staff.

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Headteacher: Mrs T Berry
Moorland Road, Harpenden AL5 4LE 





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Individuals in this role may also undertake some or all of the following:

1. Ensure the operation and maintenance of specialised equipment following training, for example sports/ theatrical equipment.
2. Facilitate lettings and carry out associated tasks, in line with local agreements
3. Handle small amounts of cash for the purchase of materials to carry out repairs.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Job Context

- The premises department have responsibility in the school for the smooth running of the premises. The school site is used extensively, both for curriculum activities and for community purposes by external hirers. The school is potentially available for approved activities throughout the year (7 days a week, 52 weeks a year).
- The department are primarily tasked with ensuring the site is clean, presentable, safe and secure for all those that use it in any capacity.
- Job holder has the autonomy to make decisions within established procedures, plans work and deals with unexpected problems. Ensures maintenance procedures are followed, decides on whether to undertake minor repairs prioritisation and selection of contractors and suppliers.
- Regular checking of systems such as heating and security. Organisation of emergency repairs or maintenance.
- Exchange of information with school staff, external contractors (for repairs and maintenance).

Knowledge, Skills & Abilities

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- Knowledge of policies and procedures for security, alarm systems, health and safety, minor repairs & maintenance, supervision of contract, cleaning staff.
- Knowledge and skills equivalent to national qualifications level 3.
- Manual dexterity in operating equipment and minor repair work.

Supervision

- Job holder has the autonomy to make decisions within established procedures, plans work and deals with unexpected problems. Ensures maintenance procedures are followed, decides on whether to undertake minor repairs prioritisation and selection of contractors and suppliers.
- Supervisory responsibility for the work of premises staff and contractors whilst on site.

Problems, Demands & Decisions

- Regular checking of systems such as heating and security. Organisation of emergency repairs or maintenance.
- Decisions on planned maintenance.
- Job holder has the autonomy to make decisions within established procedures, plans work and deals with unexpected problems. Ensures maintenance procedures are followed, decides on whether to undertake minor repairs prioritisation and selection of contractors and suppliers.

Dimensions

- Occasionally handles small amounts of cash e.g., to purchase materials for emergency repair.

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- Supervisory responsibility for the work of premises staff and contractors whilst on site.
- Responsible for security of the school premises; designated key holder for the locking and unlocking of premises; ordering and stock control of a range of equipment and materials.

Physical Effort

- Requires regular physical effort such as bending and stretching, pulling or pushing equipment with occasions of more intense effort, such as moving or lifting furniture.

Working Environment

- Indoor and outdoor work; cleaning, minor repairs in toilet areas; deals with spillages, waste collection.

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