



HARVEY ROAD PRIMARY SCHOOL

Job Description

JOB TITLE:	Site Manager
REPORTS TO:	Headteacher/School Business Manager
WORKING HOURS:	Morning - 7.15-8am x 5 Afternoon – 3-4pm x 5 Additional 4 hours per month Term time only plus an additional 15 days of 5.5 hours each across school holidays

The Site Manager is responsible for the maintenance, presentation and good working order of the premises at Harvey Road Primary School, so as to provide an appropriate, safe and secure environment for the education of the pupils and the work of all staff.

Main areas of responsibility

1. To ensure the good presentation, order and maintenance of the school site both on a daily and long-term basis.
2. To ensure the safety and security of the school premises and its contents, staff and pupils
3. Take appropriate practical action to ensure external areas, paths and access routes remain safe and accessible, particularly during adverse weather or other conditions that may present a hazard.
4. To manage and maintain furniture and equipment in the school.
5. To liaise with external contractors
6. To complete all health and safety checks as directed by the school
7. Manage all aspects of the school swimming pool
8. Undertake training as required to achieve the above responsibilities

Responsibilities in Detail

1. Good order and maintenance of the school premises

- Be responsible for ensuring and promoting the security, maintenance, caretaking, and general well-being of the school.
- Responsible for dealing with breakdowns in heating, lighting and main services to the school so as to prevent unnecessary disruption to the work of the school, prioritising effectively to manage emergency repairs to ensure the site is kept functional.
- Identify any repairs or redecoration needed throughout the year and repair as necessary
- Clean and tidy any area of the school, inside or out, should it be required

- Monitor and maintain the stock of utilities/resources (e.g. soap, towels, toilet paper, cleaning materials etc.) and to be responsible for ordering these within the agreed budget.
- Undertake repairs, improvements, decoration of the school site, within the range of own individual skills and capacity.

2. Safety and Security of the School Premises and its contents

- Ensure the safety of the site and the people on it at all times.
- Keep up to date with appropriate Health and safety guidelines for premises and ensuring those requirements are met, undertaking training when necessary.
- Ensure that the buildings are secure after use, both internally and externally. This includes setting the intruder alarm and locking external doors
- Responsible for maintaining records of any hazardous material on the school site and ensuring that Health and Safety guidelines are followed.
- Be vigilant and assist with monitoring security arrangements both during and outside of school hours and as the main key holder be the first response person in the event of suspected or actual security breach or hazard.

3. Furniture and Equipment in the School

- Receive deliveries of school equipment, building any furniture and storing the delivery
- Responsible for the good working order of school furniture, equipment and fittings.

4. Cleaning & Management of Cleaning Staff

- Monitor school cleaning and report back to JClean/School Business Manager any concerns
- Indoor and outdoor work; cleaning, minor repairs in toilet areas; deals with spillages, waste collection.
- Be responsible for organising and monitoring rubbish collection, ensuring that the bin areas are in a clean and hygienic condition.

5. Liaison with External Contractors and Lettings

- Give access to maintenance contractors and monitor and ensure safe working practices, having particular regard to correct working practices in a primary school.
- Liaise with external contractors to enable them to work quickly and efficiently when in school
- Facilitate lettings and carry out associated tasks, in line with local agreements.

6. To complete all health and safety checks as directed by the school

- Complete the health and safety checks, including risk assessments, and record using appropriate documents.

7. Manage all aspects of the school swimming pool

- Maintain temperature and chemical balance of the pool
- Maintain records of chemical checks following appropriate procedures
- Undertake pool carer's certificate

- Clean the school pool and undertake any minor repairs.
- Ensure that the swimming pool compound is safe for children to use at all times

9. Undertake training as required

- Standard school training (e.g. First Aid, Safeguarding etc.)
- Site Manager training (every 3 years)
- Health and Safety training such as:
 - Legionella and asbestos training (every 3 years)
 - Health and safety for caretakers (every 3 years)
 - School fire safety and fire risk assessment (every 3 years)
 - Working at Height (every 3 years)
 - Swimming Pool management (every 3 years)
 - PAT testing

10. Physical Effort

- Requires occasional short periods of physical effort such as bending and stretching and using tools and equipment.

11. Working Environment

- Works occasionally exposed to conditions that are generally unpleasant, hot, cold, wet, noisy, and dirty or that involve some measurable physical risk.

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.