Fair Field Junior School

Job title: Site Manager

Salary: H5 (£28,153 to £30,515) depending on experience

Hours: 37 Hours a week (full-time)

Contract type: Full-time or Part-time permanent

Reporting to: Headteacher

Benefits

- 24 Days holiday + Bank Holidays
- Pension including Life Cover
- Health and Well-being Programme
- Employee Assistance Programme access with support provided for Financial, Medical and more

Main purpose

- The site manager is responsible for the caretaking and maintenance responsibilities
- Maintaining clean, safe and secure school premises, which includes buildings and grounds
- Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, porterage, and minor repairs
- Some supervision of school cleaning staff
- Promoting health and safety around the school
- Maintaining electronic records
- All other aspects of site management, such as supervising external contractors, and site use and development planning

Duties and responsibilities

- Carry out porterage duties, such as moving furniture and equipment around the school
- Maintain the general school premises, furniture and fittings, and report any issues to relevant person
- Work together with our Infant School St John's and support as necessary
- Carry out small repairs and DIY projects
- Arrange larger repairs and obtain quotes from contractors
- Advise on site development projects and make recommendations on site use
- Welcome children into school at the gate in the morning
- Prepare hall area for lunch and support midday supervisor team where necessary

Cleaning

- Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste
- Carry out emergency cleaning duties, such as gritting and cleaning up spillages
- Arrange an annual deep clean of classrooms, staffrooms, kitchen, dining areas and other frequently used spaces on school premises
- Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels
- Managing our cleaning contract

Security

- Maintain the security of Fair Field Junior School as the main key holder
- Lock and unlock the premises as required, including out of school hours when necessary
- Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off
- Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures
- Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
- Advise the headteacher on all matters relating to school security and safety

Health and safety

- Ensure a safe working and learning environment in accordance with relevant legislation
- Carry out and maintain risk assessments on all areas of site safety
- Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to the School Business Manager
- Organise annual services and checks of equipment where necessary
- Maintain electronic records and tracking to evidence compliance
- Provide safe access to the school in cold weather conditions
- Make sure all members of the team follow health and safety procedures
- Monitor the work of contractors, ensuring safe working practice and quality of work

Responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professionals

- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Ensure that cleaning staff carry out their duties professionally and effectively
- Ensure contractors and external visitors comply with security and health and safety while on school premises

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school office manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

The Poppy Academy Trust is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Notes:

This job description may be amended at any time in consultation with the postholder.

If you don't have all of the experience listed above but are interested in applying, contact Joe Gooden, HR Officer.