

**THE RICHARD WHITTINGTON PRIMARY SCHOOL
JOB DESCRIPTION: SITE MANAGER**

HERTFORDSHIRE COUNTY COUNCIL SALARY SCALES

Scale:	H4 – H6
Title:	Site Manager
Responsible to:	School Business Manager
Job purpose:	To provide a clean and safe environment to users of the school buildings and grounds.

GENERAL DUTIES

In fulfilling the requirements of the post, the site manager will demonstrate essential professional characteristics, and in particular will:-

- Ensure the safe maintenance and security operation of all school premises.
- Manage the maintenance of the school site including the purchase and repair of all furniture and fittings.
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which learning processes can be provided.
- Ensure ancillary services e.g. cleaning, external contractors, etc. are monitored and managed effectively. Supervision, monitoring and liaison with cleaning staff or contract cleaning staff as appropriate in order to ensure appropriate levels of cover (especially during evenings, weekends and holiday periods).
- Ensure the continuing availability of utilities, site services and equipment.
- Follow sound practices in school buildings and grounds maintenance.
- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations in conjunction with the School Business Manager.
- Facilitate the letting of school premises to external organisations, for the development of the extended services and local community requirements.
- Handy person duties which may include minor repairs to furniture and fixtures and fittings and decorating tasks.
- Other such duties which may arise from the use of premises.
- Contribute to a working environment which supports equal opportunities and anti – discriminatory practice.

AREAS OF RESPONSIBILITY AND KEY TASKS

Security and Supervision

- Organise and manage the work of the cleaning team.
- Draw up and monitor a cleaning checklist
- Act as keyholder and carry out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm(s).
- Provide access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- Deal with enquiries from officers and employees of the Local Education Authority, workers and contractors and, where appropriate in liaison with the Headteacher/Deputy Headteacher and SBM
- Attempt to prevent unauthorised access onto the school premises or grounds.
- (Note: in fulfilling this responsibility all employees are expected to work within established school procedures and the Code of Practice No. 32(S) Managing Violence in Schools).
- Monitor and ensure the cleanliness of the School premises and furnishings.

Caretaking and maintenance

- Operate the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carry out frost precaution procedures.
- Make arrangements for the carrying out of routine procedures or inspections on ancillary equipment, e.g. checking automatic pumps and areas subject to flooding, and the maintenance of batteries.
- Carry out school based procedures in the event of fire, flood, breaking and entering, accident or major damage.
- To identify and prioritise maintenance requirements and prepare and organise work programmes.
- To arrange for the caretaking team (including the postholder) to carry out first line repairs and maintenance which are not beyond the competence of the staff concerned:-
 - plumbing work – e.g. repairing a leaking pipe, simple installation work, such as plumbing in a new tap, or replacing washer etc.;
 - redecoration as appropriate;
 - plastering work such as repairing cracked or broken plaster, making good damaged walls, for example, following the removal of say, shelving or similar fittings;
 - fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc.;
 - Glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external. N.B. Specialist contractors would be used for repairs to large windowpanes or double-glazed units or windows at a high level.
- Draw up, or assist in the drawing up of specifications, for work to be undertaken by contractors.
- Arrange for works to be undertaken and monitor the progress of projects involving outside contractors.
- Make arrangements for the washing of internal walls, e.g. classrooms, corridors by the cleaning staff.
- Make arrangements for window cleaning by the caretaking staff. Ensuring that all areas within the confines of the site are free from litter and that all drains and gullies are free flowing and clean.
- Make arrangements for the delivery of stores, materials and other goods and their conveyance to their points of distribution.
- Ensure that adequate supplies of cleaning materials and other supplies are available.
- Ensure that all caretaking equipment is in a safe and working condition and arranging for their repair as appropriate.
- Prepare the school premises and site for out of school activities and clear up after these activities.
- Monitor gas, electricity and water usage and provide information and advice to key staff.

Health & Safety

- Ensure the implementation and compliance with appropriate Codes of Practice throughout the School (in relation to premises and caretaking/cleaning issues).
- Responsible for monitoring health and safety.
- Monitor the appropriate Health and Safety procedures in use in the School and reporting any issues to the Health and Safety Officer for the School (Headteacher).
- Liaison with the fire department regarding annual fire risk assessments and checks.
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- Take responsibility for own professional development and duties in relation to school policies and practices;
- Undertake monthly water temperature checks in accordance with Legionella procedures.
- Undertake regular asbestos visual checks including giving permission to work to contractors.

Other duties

- Test portable electrical equipment if trained and accredited to do so.
- Assist in the recruitment and selection of cleaning staff and the allocation of duties and hours of work.
- Planning own work and that of cleaning staff. Issues relating to supervision/ management of staff.
- Provide/arrange the appropriate induction and training of assistant(s) and cleaning staff.
- Complete claims for overtime payments for self and managed staff.
- Complete forms for the requisition of stores and repairs.
- First Aid at work appointed person.

GENERAL REQUIREMENTS

- Understand and apply school policies in relation to health, safety and welfare.
- Attend relevant training and take responsibility for own development.
- Attend relevant school meetings as required.
- Respect confidentiality at all times.
- Maintain positive relationships with staff, parents, pupils and visitors to the school.
- Carry out duties in accordance with school-based policies and Health and Safety procedures.
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- Share in the Governing Body's commitment to safeguarding and promoting the welfare of children and young people.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.