

## Mount Pleasant Lane JMI & Nursery School



*'Limitless Learning, Friendship and Fun'*

**JOB TITLE:** Site Manager  
**GRADE:** H5  
**HOURS:** Full-time, 37 – 37.5 hours per week, single shift  
**REPORTING TO:** Headteacher, School Business Manager

*Mount Pleasant Lane Primary School is committed to providing equal opportunities to all children and adults connected with the school. There is zero tolerance of statements or actions that are discriminatory towards any group or individual because of their race, religion, gender, sexuality, age, background or any disability they may have. Discriminatory actions within the school will not be tolerated.*

***Every member of staff at MPL School has the responsibility to make a positive impact on children's learning and wellbeing. Each person is required to understand their contribution in working towards and supporting the overall vision, aims and ethos of the school***

### **Purpose of the Role**

- Responsible for the security of the premises and related Health and Safety, maintenance and cleaning within the School and providing an appropriate environment for students to work and learn.

### **Responsibilities**

- Be responsible for ensuring the security of school buildings, site and resources.
- Act as a designated key holder, providing out of hours and emergency access to the school site.
- Arrange for general maintenance within specialist areas such as heating, lighting and plumbing to ensure safe and effective operation.
- Responsible for regular health and safety checks of buildings, grounds, fixtures and fittings (including compliance with fire safety regulations) and equipment.
- Responsible for regular maintenance checks and follow-up actions.
- Manage the school's maintenance requirements to support a regular and cost effective maintenance programme.
- Responsible for contractors whilst on site and ensure work is completed to the required standard, coordinating projects where appropriate.
- Purchase premises related equipment and supplies within agreed budget.
- Responsible for the regular checking and operation of systems such as heating, cooling, lighting and security (including alarms).
- Arrange tenders and quotes and manage the appointment of external contractors.
- Undertake risk assessments; ensure compliance within the school with all health and safety responsibilities for example COSHH, ladder, asbestos, legionella and asset register.
- Liaise with other school staff/departments on premises issues.
- Lead H&S induction training for all new staff.
- Liaising with School Secretary to support lettings and seeking opportunities to maximise bookings.
- Monitoring utility usage and tacking action to reduce expenditure, where appropriate.
- Act as H&S Officer and complete termly H&S checklist inspections.
- Report H&S matters to Headteacher, School Business Manager and Governors.
- Additional hours for lettings and school events may be required some evenings and weekends, paid as overtime.

**Equalities**

- Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop
- Ensure that the school is physically accessible to adults and children with disabilities
- Work with the Inclusion Coordinator (SENDSCO) and Headteacher to ensure that children and adults with disabilities have access to learning and information as required.

**Organisation Chart**

Headteacher  
School Business Manager  
Site Manager

**Additional Information**

- The postholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance appraisal and development as required by the school’s policies and procedures.

**\*\* 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.**

<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• NVQ level 2 (or equivalent)</li> <li>• Minor DIY repairs and maintenance</li> <li>• Level 1 Safeguarding / Awareness of keeping children safe</li> <li>• Awareness of Control of Substances Hazardous to Health (COSHH)</li> <li>• Working knowledge of Health and Safety at Work</li> <li>• Working knowledge of policies and procedures</li> <li>• Knowledge of legionella and asbestos testing</li> <li>• Understanding of the Schools Ethos, Vision and Values</li> <li>• Manual Handling</li> </ul> <p><i>Note – training will be provided</i></p>	<p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>• Communication (written and verbal)</li> <li>• IT skills</li> <li>• Listening</li> <li>• Team working</li> <li>• Monitoring</li> <li>• Planning and organising</li> <li>• Flexibility</li> <li>• Customer service</li> </ul>
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*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council’s pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

<b>Headteacher</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Postholder</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>