



Job Description: Site Manager

Job Title: Site Manager

Line Managed by: Headteacher

Hours: 25 hours per week.

Pay Range: H3 - H4

Purpose

To provide an effective, efficient, safe and supportive environment and set of services to enable teaching and support staff to provide the best possible education for students of Kimpton Primary School and the local community.

Key Areas of Responsibility

Ensure the overall security/monitory/safety of school premises and grounds including, but not limited to:

- Unlocking premises to allow staff/student access at the beginning of the normal school day and locking up again at the end of the day. Securing the site in the mornings after all children have arrived.
- Manning the main school gate during morning drop off and afternoon pick up times to ensure there is no unauthorised access to school, and that children can safely cross the gateway.
- On occasion, unlocking premises and grounds for out of hours access for contractors, emergency services, public lettings, school events, etc. and subsequent locking up again.
- Acting as the designated key holder and named respondent for the fire alarm system
- Running fire and intruder alarm systems self-tests on a weekly basis, dealing with any minor problems caused by non-system faults such as windows not being closed, staff still in buildings, etc and notifying the alarm system provider (of any systems faults needing their attention).
- Ensuring all keys are stored securely and distributed to **authorised** (including new) staff only and then collected as and when authorisation is rescinded, for example in the case of leavers.
- Regular inspection of perimeter fencing and gates, car park, pathways, playing surfaces and access routes.
- Create and carry out a routine maintenance programme, decoration and minor repairs to school buildings, furnishings, fixtures and fittings such as painting and minor refurbishments, changing light bulbs and unblocking drains, graffiti removal as and when necessary.
- Identify any repairs or items of routine maintenance outside of the capacity of the job holder to fulfil such as those requiring specialist knowledge or external regulation, (For example, electrical work, building work and/or work involving hazardous materials) and/or larger projects such as classroom refurbishment.
- Liaison with school contractors for cleaning and grounds maintenance. Create specifications and obtain quotes from external contractors to affect said repairs/maintenance/refurbishment. Obtain approval from the Headteacher and book in risk assessments, obtain method statements and monitor performance of external contractors and inform the Headteacher of any concerns.
- Monitor performance of school energy, air-conditioning units and heating systems. Ensure the schools energy usage is as efficient as possible by turning heating and lighting on and off at appropriate times and ensuring the efficient operation of the heating plant by, amongst other things, monitoring meter

readings and fuel usage. Report any anomalies to the Headteacher. Procure and maintain up to date gas and electrical certificates for all relevant equipment i.e. December annual renewal certificates.

- Ensure premises are kept clean and litter free in the school grounds, school corridors, classrooms and offices and ensuring that all rubbish is collected and removed from site. Ensure toilet facilities are clean and well maintained throughout the school.
- During the normal school day carry out emergency cleaning of bodily fluids, excrement, and/or other potentially hazardous spillages including, but not limited to, excess water arising from blocked toilets.
- Carry out general portage duties such as moving furniture and equipment around the school and arranging chairs, tables and flipcharts, etc for meetings and assemblies as and when required by staff.
- Carry out some general cleaning.
- Ensure that at all times all equipment, furniture, etc. under the jobholder's responsibility is stored safely and securely when not in use. Maintaining a maintenance log of tools.
- Ensure stock levels for all materials/equipment under the jobholder's control are maintained at the required level.
- Premises related duties as directed by the Headteacher

Health & Safety checks to include:

- Annual checking of all ladders and stepladders in school. Maintenance of Site staff Ladder log.
- Annual ACM Survey. All areas of the school should be checked on a rolling programme to ensure they are inspected at least annually.
- Facilitation of termly fire evacuation checks for all staff and pupils
- Monthly checking of incoming water temperature
- Ensuring PAT testers are scheduled and contractors have access to all necessary areas and equipment
- Maintain, and update upon use, inventory of work equipment
- Maintain and update COSHH register for substances stored in the Site Office
- Address Health and Safety concerns as identified by Senior Staff
- Emergency lighting, check all lights are functioning weekly, facilitate annual 3 hour discharge test
- 6 monthly check of roofing, gutters, to include leaf and moss removal.

Liaison with suppliers to ensure site meets legislation and servicing requirements to include but no limited to:

- Fire equipment
- Fire intruder alarm service engineers
- Gas safety maintenance inspections
- Boiler room (inspection and servicing)
- Air conditioning
- Annual Health & Safety check of PE equipment.

EQUALITIES

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop in line with the school's Equalities and Diversity Scheme.

HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

CRIMINAL BACKGROUND CHECK

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. 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 Disclosure and Barring Service.

ADDITIONAL INFORMATION

- The post holder 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 management and development as required by the school's policies and procedures

JOB CONTEXT

The postholder carries the lead responsibility in the school for the smooth running of the premises. The school site is used extensively, both for extended curriculum activities and for community purposes by external hirers. The school is available for approved activities throughout the year (7 days a week, 52 weeks a year).

The postholder provides reports and recommendations, both written and oral, to the senior leadership team and to relevant governor committees on his/her areas of responsibility.

The postholder needs to be prepared to work during evenings and weekends, within the limits of a 37 hour working week.

The postholder is a designated keyholder of the school for emergency access to the site

CONTACTS

- Governors and senior staff of the school
- Teaching and support staff
- Building trades contractors and suppliers
- Community leaders and hirers of the school's premises
- Caretaking ,cleaning and maintenance staff.

KNOWLEDGE, EXPERIENCE, TRAINING

- Experience of working in school or similar environment is desirable but not essential.
- Flexibility and sensitivity to the needs of wide range of users of the school is essential.
- Knowledge of efficient cleaning methods and materials is desirable.
- Evidence of success in completing handyperson or DIY tasks (paid or unpaid) is essential.
- Awareness of the requirements of health and safety legislation and good practice relevant to the duties of the post is desirable.

This job description may be amended at any time following discussion between the Line Manager and member of staff and will be reviewed annually.

Although this role is based at Kimpton Primary School, from time to time it may be necessary to attend meetings and training sessions at other sites.

Signed _____ Date _____
Post holder

Signed _____ Date _____
Headteacher