

# ST MARY'S CHURCH OF ENGLAND (Aided) PRIMARY SCHOOL

FOUNDED 1789



***'Learning for life with God as our guide'***

**Job Description:** School Site Manager

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**Grade/Hours:** Kent Range 5 – 37 Hours per week. Full-time, permanent position.

**Suggested timings (Mon-Thurs 7:30am to 10:30am and 1:30pm to 6pm – Friday 7:30am to 10:30am and 2pm to 6pm)**

**Responsible to:** Head of School / Business Manager

### **Purpose of the Job:**

To provide a safe, clean and attractive environment for students and staff, ensuring that high standards of maintenance, cleanliness and security applied to the School buildings and grounds at all times.

### **Key duties and responsibilities:**

- Opening and closing school premises, ensuring security is maintained at all times.
- Understand fire safety regulations, Health and Safety regulations, emergency procedures and the rules of building evacuation.
- Manage and carry out any duties with regards to Health and Safety including record keeping of statutory and school checks.
- Report any matters affecting Health and Safety or persons attending the school site.
- Ensuring training is up to date and relevant.
- Storing equipment and supplies safely.
- Undertake general maintenance around the site to ensure a safe working environment is maintained.
- Keep paths, drives and hard surfaces clear of ice and snow during the winter period.
- Keep paths, car park, hard areas and building lines free of weeds and leaves. Keep borders and beds free of weeds. Trim shrubs and bushes as required.
- Carry out specific maintenance repairs and general painting as directed
- Litter picking and emptying bins
- Direct contractors to specific areas on site, ensuring they sign in and out and are accompanied at all times if required.
- Receive deliveries, check contents and distribute as necessary.
- Supervise cleaners and ensure duties are carried out efficiently and effectively to a high standard. Check that all cleaning sections have been completed daily and carry out any cleaning duties if required when a member of the clean team is absent. Cleaning in critical areas (e.g. toilets, vomit etc.) as directed where a health risk is deemed to exist.
- Read utility meters each month and give to Business Manager.
- To carry out as requested from time to time any other relevant duties as may be reasonably required by the Executive Headteacher/Head of School.

**All staff responsibilities:**

- Comply with policies, procedures and undertake relevant training relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- All staff must complete a satisfactory Performance Review in accordance with the Pay Policy to ensure pay progression.

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: School Site Manager

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The following outlines the criteria for this post.

Applicants should describe in their application how they meet these criteria.

|                                    | <b>CRITERIA</b>   |
|------------------------------------|---|
| <b>QUALIFICATIONS AND TRAINING</b> | <ul style="list-style-type: none"><li>• Good standard of general education, with good numeracy and literacy skills.</li><li>• Willingness to attend appropriate training and take responsibility for own personal development</li><li>• Knowledge of Health and Safety Regulations/COSHH</li></ul>  |
| <b>SKILLS AND ABILITIES</b>        | <ul style="list-style-type: none"><li>• Ability to undertake a variety of maintenance tasks.</li><li>• Broad range of DIY skills, with an ability to carry out manual handling and other physical tasks.</li><li>• Good organisational skills; ability to prioritise own workload.</li><li>• Ability to complete tasks without immediate supervision.</li><li>• Ability to relate well to children and adults, understanding their needs and being able to respond accordingly.</li></ul> |
| <b>PERSONAL QUALITIES</b>          | <ul style="list-style-type: none"><li>• Ability to travel to work</li><li>• Punctual, a sound work ethic and a good attendance record.</li><li>• Flexible and willing to accommodate changes to working hours where necessary.</li><li>• Takes pride in their day to day work.</li><li>• Reliable and trustworthy; opening and securing the premises.</li><li>• Committed to working as part of the school team and support its visions and aims.</li></ul>                               |