Job Description for: Site Manager

Permanent Position. Pay: KR4 43 weeks per year / 20 hrs per week

The successful candidate will work as a site manager for the school. Applications should be submitted via the Kent Teach website. This description is to assist the applicant to know what the main duties involve. The role may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

Purpose of the role:

* Responsibility for caretaking, general maintenance and security of the premises (incl. school and grounds)

Key duties:

* Main key holder for the school/site and will need to respond to any activation of the alarm system
* Ensure that buildings/school site are secured and alarm activated
* Open and close buildings at agreed times during the day
* Ensure that the building is ready for occupation at the agreed times
* Ensure that heating, lighting, furniture and grounds are of the agreed standard and that staff and pupils have a clean and safe environment in which to work
* Carry out daily site inspections
* Ensure that all buildings and school site documentation is accurate and up to date

Responsibilities around security of the building:

* Beginning of day – unlock all necessary gates and doors (deactivate alarm), check for intrusion in the building and site perimeters.
* End of day – check all doors/windows are closed/locked, lights switched off. Reactivate alarm.

Repairs and Maintenance:

* Take meter readings for water, gas and electric.
* Complete general repairs such as plumbing repairs, carpentry, minor plastering and painting and decorating.
* Inspect the site and grounds, completing documentation provided by the School Business Manager.
* Identify any necessary repairs and maintenance promptly and efficiently
* Liaise with the Business Manager regarding Health & Safety matters (including keeping up-to-date COSHH data records)
* Liaise with contractors prior to and during the repairs and maintenance works to ensure coordination of any school activities in order to avoid disruption
* Ensure that contractors conform to H&S standards to protect themselves and other site users

Grounds

* Maintain a safe and pleasant litter free environment
* Ensure main routes in to school are clear and safe for pupils and staff – this includes grit/salt when required and ensuring grit/salt are stored appropriately and well stocked.
* Ensure leaves are cleared on a regular basis during autumn time
* Removal of rubbish, cardboard boxes and large waste items and ensure that the outside bin storage area is kept tidy
* Carry out other duties that the Headteacher or Business Manager may from time to time as ask of the site manager.

Minibus

* It’s desirable for the post holder to pass the Minibus test and be available to drive children on educational visits.
* Ensuring the minibus is in a good condition for use – minibus checklist available. May also be responsible for refilling with fuel.

OPAL Play

* To check over any equipment donated to the school to ensure safe for children to use.
* Minor repairs if required to any OPAL play equipment