



Job Description: School Site Manager

Grade/Hours: Kent Range – 37 Hours per week. Full-time, permanent position (or could be a Job Share).

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: 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 repairs and 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.



Person Specification: School Site Manager

The following outlines the criteria for this post.

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

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