**Godinton Primary School**

**JOB DESCRIPTION**

**POST: Site Manager**

**RESPONSIBLE TO: Line Manager then Headteacher**

**JOB SUMMARY**

To be responsible for all aspects of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes security, safety, cleanliness, monitoring contracts/contractors, routine maintenance and refurbishment, minor repairs, advising the School Business Manager/Headteacher on suggested improvements to the general school environment, to improve the productivity of site management and to produce and carry out pre-planned maintenance programmes.

To operate within the general policies of the school. Specifically, polices relating to Health & Safety and Risk Assessments apply.

A change to actual term time working hours during school closure periods to be negotiated with the School Business Manager/Headteacher dependent on school needs.

##### General Responsibilities

1. To ensure that the management and maintenance of the school building and grounds are effectively undertaken to a high standard to improve the learning environment within the school.
2. Ensure that the school environment is correctly used, and complies with health and safety requirements.
3. To undertake general repairs, DIY projects and site maintenance, inside and out, including some decorating, repairs on furnishings and buildings, and woodwork to ensure a safe environment is maintained.
4. To delegate tasks as appropriate to other site staff i.e. in-house cleaners or outside contractors, ensuring Health & Safety regulations are strictly adhered to.
5. To monitor the performance of the cleaning contractor and in-house cleaners, liaising with both to ensure a clean, tidy and well maintained school environment.
6. Arrange for the provision of specialist materials for improvement and maintenance projects to ensure the cost effective use of school funds in such projects.
7. Liaise with the School Business Manager/Headteacher on priorities of maintenance and improvement work to ensure the work is carried out in order of priority.
8. Co-ordinate and supervise on-site contractors to ensure the smooth operation of maintenance work on the school site.

**Premises Management**

1. To manage effectively the annual maintenance budget.
2. To manage effectively the annual cleaning budget; ordering consumables (cleaning and paper products).
3. Take ownership of the delegated ‘Compliance Responsibility’ from the School Business Manager. Ensuring each area of compliance is adhered to and meet with the School Business Manager on a termly basis to discuss in further detail.
4. To advise the School Business Manager/Headteacher on the rolling maintenance refurbishment/redecoration programme
5. To order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes, ensuring best value for money is received.
6. To obtain quotes for all works in line with the finance policy, providing detailed specifications of the works being quoted for and collating the information to share with the School Business Manager
7. To develop appropriate monitoring procedures to ensure the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies.
8. To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate manual records where appropriate.
9. To instruct and supervise the grounds maintenance contractor ensuring the school grounds are maintained to a high standard

**Security**

1. To be responsible for the security of the premises, unlocking the site during term time and locking gates during the school day and at the end of the afternoon shift.
2. To be responsible for unlocking and locking the school and premises during school closure periods.
3. To check, at least monthly perimeter fences, security devises, CCTV systems and intruder alarms.
4. To ensure that the fire extinguishers, fire call points, fire alarm and emergency lighting are tested weekly and results recorded.
5. To monitor, report and advise the School Business Manager/Headteacher on all security matters.
6. To be aware of all out of hours activities at the school and arrange for the opening, closing, heating, availability of equipment as necessary.
7. To act as main key holder for the school on call-outs.

**Health and Safety**

1. To provide safe access to the school in the event of snow, ice or flooding.
2. To ensure the legionella testing is carried out weekly in line with requirements/policy and results recorded and actioned if necessary.
3. To ensure that the annual check on asbestos is carried out, arranging further assessments when required and arranging for all contractors to sign the asbestos register.
4. Ensure the completion of the Health & Safety monitoring sheets by colleagues, acting on their concerns/observations.
5. Liaise with the Governor (who holds H&S responsibility) on all aspects of Health and Safety and meet with him/her when required.
6. All duties to be carried out in compliance with the Health & Safety at work Act and the School’s Health & Safety Policy and Procedures.

**General Site Duties**

1. To set and monitor the school heating and hot water systems.
2. To take energy readings on a monthly basis and provide these to the Finance Assistant.
3. To ensure that halls and other meeting rooms are set out as required for meetings, assemblies, productions and other events and cleared away afterwards
4. To ensure the school hall floor is kept clean and polished.
5. To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met.
6. To ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, air conditioning units, firefighting equipment etc.
7. To ensure light bulbs, fluorescent tubes are changed as necessary.
8. To arrange the PAT testing to take place on an annual basis.
9. To undertake window cleaning.
10. To collect and dispose of waste.
11. To maintain the school mini bus, including a weekly drive to turn the engine over, check of tyre pressures and fluid levels and cleaning when required.
12. To carry out emergency/relief cleaning when required.

**Administration**

1. To place orders for cleaning materials, hygiene resources, care taking supplies when required to ensure stock levels are maintained.
2. To establish and maintain a list of repairs/improvements from staff requests.
3. To establish a list of tools/equipment and where they are kept along with a list of regular tasks and days for colleagues to use in the absence of the Site Manager.
4. To assist the School Business Manager with obtaining tenders and quotes.

**Additional Duties**

1. Any other relevant duties required by the class teacher, senior member of staff or Headteacher.
2. Be familiar with, and comply with a full range of policies and procedures relating to safeguarding, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils’ wellbeing.
3. Contribute to the overall ethos, work, and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school where relevant. Also participate in staff meetings and training days/events as requested.
4. To work within and encourage the school’s Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with the post.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ POSTHOLDER Date:

Signed: ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HEADTEACHER Date: