

JOB DESCRIPTION

TITLE:
Site Manager

GRADE: Kent Range 5

HOURS:
Full Time 37hrs per week
07:00 – 10:30
14.00 – 18:00 Finish 17:30 on Friday

REPORTS TO:
Headteacher / Business Manager

All year round.
Times flexible during school holidays.

MAIN PURPOSE OF THE JOB

To undertake a range of facilities related duties to assist the smooth running of the School operations including ensuring the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards.

Duties will include security, cleaning of premises, portering, litter picking, grounds work such as weeding, pruning and trimming, assisting with deliveries, redecorating, general maintenance and assisting when required with lettings and School events.

Working hours may be subject to variation depending on the requirements of the school operation. Call out at weekends and unsociable hours may be necessary.

Buildings, Grounds, Maintenance and Operations

- Ensure that the grounds are clean, free of hazards and maintained as required, including mowing of the school field and pruning and trimming the garden areas.
- Ensure all bins are emptied and litter is collected at least daily.
- Supervise contractors undertaking work on school premises and the work of external cleaners, to ensure that terms of contracts are met and within budget and the highest possible standards of work, cleaning and hygiene are maintained throughout the school.
- Monitor the condition, safety and security of the site throughout the term and during school holidays on a daily basis. Minimise the possibility of theft or vandalism and maintain the fabric of the buildings, thereby ensuring a safe and sound working environment for all stakeholders.
- Assist with maintenance work and minor projects and where appropriate to minimise expenditure on external contractors.
- Support the Business Manager with the ordering, maintenance and storage of materials and equipment and implement appropriate control systems for all stock items to facilitate the efficient operation of site maintenance, repairs and safety work.
- Support the Business Manager with the daily/weekly operations required to meet the needs of the school, third parties, and contractors throughout the term, at weekends and during the school holiday period, balancing requirements and priorities within available resources.
- Support the Business Manager in implementing and maintaining the Asset Management plan.
- Be available to provide errands as required such as visiting the post office, collecting orders and depositing funds into the school bank account.
- Liaise with all school users to determine the facilities required hour by hour, day by day and then manage the daily/weekly operations as above.

Compliance

- Ensure the correct level of Fire Safety and First Aid equipment is provided and maintained e.g. fire alarms, emergency lighting and portable appliances.
- Ensure regular tests of fire alarms and fire evacuation procedures.
- Ensure the school is compliant with all necessary checks and procedures including, but not limited to: Asbestos management, Legionnaires, COSHH, PAT testing, Fixed wiring and distribution boards, Emergency lighting, water hygiene, gas appliances and boilers.

Health and Safety

- Carry out regular site hazard checks, department inspections and audit the systems and processes to ensure health and safety compliance.
- Supervise contractors while working on the school site operating.
- Report any hazards and or defects to the Business Manager as appropriate and rectify where necessary.
- Ensure that hazardous substances are used, stored and disposed of appropriately and that risk assessments are up to date and shared with appropriate staff.
- Maintain plans of the building and grounds including locations of main electrical intakes, chemical storage, call points, fire protection and fire-fighting equipment, emergency shut offs, stopcocks and meters.

Security

- Be responsible for opening and closing of the school daily, at the agreed times, ensuring that the school is available for evening and weekend use as required.
- Monitor traffic congestion at the start and end of the school day, managing car parking where necessary.
- Be a main key holder for the school site and live within easy access of the school. Liaise with the Security Company or local police station as appropriate. Control allocation of users, keeping accurate and up-to-date records of key holders for routine and non-routine opening. Ensuring adequate key holder cover during holiday periods.
- Be responsible for general security and access control at all times

Cleaning

- Check the site daily and ensure that all areas of the building are clean and ready for use, liaising with the cleaning contractor to undertake periodic cleaning for specific functions.
- Ensure that any spillages are mopped up promptly and that any bodily fluids are cleaned up as soon as practical.
- Ensure correct Health & Safety signage is in use around school such as "wet floor" signs.
- Ensure immediate removal of any internal and external graffiti.
- Ensure that all refuse is disposed of promptly and in accordance with legislation.

Event Set up and Support

- Support Administration and IT with all school event set ups.
- Ensure rooms are set up in a timely fashion.
- Manage traffic/car parking during large scale events.
- Work with School Staff and Leadership Team to forward plan for events.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person.
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate.
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/ aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals and all staff.
- Attend and participate in staff and departmental meetings as appropriate.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.