

Professional Standards for Support Staff at

New Ash Green Primary School

**Site Operations Manager**

**New Ash Green Primary School – Our Vision Statement**

At New Ash Green Primary School, our outstanding levels of teaching and a dynamic curriculum inspire our children to develop their **curiosity** for a love of learning. This allows them to achieve their full potential. We thrive on enthusiasm. Through **inspirational** leadership, children are encouraged to excel and develop **resilience** and **self-motivation** while learning how to **challenge** themselves within a safe and caring environment. The well-being of all our children is paramount. Our children and adults inspire each other to achieve their goals. At New Ash Green Primary School we celebrate cultures, diversity and individuality. We promote **independence** so that our children and community can flourish.

 **“We are curious about our world, ask questions and want to learn more”.**

 **“We may not be successful at first, but we are brave and determined to try again”.**

 **“We challenge ourselves to succeed”.**

 **“We try to inspire others and others inspire us”.**

 **“We are independent and have confidence in ourselves and our learning”.**

**“We are self-motivated in our learning and strive to be the best we can be”.**

**These Core Values form the bedrock to our school motto:**



**“Together Everyone Achieves More” =**

**British Values**

**The British Values underpin the school ethos and learning powers. These should be on display in all classrooms and taught throughout all lessons, on the playground and at lunchtimes:**

1. **Democracy**
2. **The rule of law**
3. **Individual liberty and mutual respect**
4. **Tolerance of those of different beliefs and religion.**

**Purpose of the Job:**

Be responsible for the health and safety, security, maintenance and cleaning of the establishment, including out of hours maintenance works and lettings.

**Key duties and responsibilities:**

**Facility and Property Management:**

* Ensure that buildings and site is secure, including during out of school hours and taking remedial; action if required.
* Act as a designated key holder, providing out of hours and emergency access to the school site.
* With the Headteacher produce and cost the yearly Premises Plan and maintain the premises rolling program report.
* Contribute to the management of the premises budget.
* Liaise with the Headteacher on priorities of maintenance and improvement work to ensure the work is carried out in order of priority.
* Procure quotes for routine maintenance work on school premises, including arranging emergency repairs.
* Produce termly reports of completed building works to the Headteacher.
* Be responsible for the all site staff: Site Supervisor, Handyperson, cleaners and grounds persons.
* Ensure fire regulations are met and fully complied with at all times, as directed by the Business Manager or Headteacher.
* Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms)
* Monitor and maintain the boiler system, to ensure the system is kept running on a day to day basis.
* Arrange emergency repairs
* Undertake minor repairs (i.e not requiring qualified craftsperson) and maintenance of the building and site. Including daily and seasonal maintenance of the site and equipment as required. This may involve: changing light bulbs and tap washers, clock batteries, door locks, woodwork, decorating, clearing drains and toilets, cleaning to ensure a safe environment.
* Escort and advise maintenance contractors attending the building who may be pricing or carrying out a job to ensure the contractor is given adequate information to complete the task.
* Oversee all onsite maintenance contractors. Completed site inductions and checking that all works are completed to the required high standard and within the requires timescales.
* Monitor materials and stock supplies and place orders with the Business Manager if required.
* Ensure monthly meter readings are taken to ensure that the appropriate invoices are received.
* Manage all routine safety checks around the site, to include fire safety including emergency lighting, risk assessments and legionella maintenance to ensure safety of all people on the school site.
* Undertake general portage duties. Move heavy and awkward shaped furniture and supplies as requested, and work at heights as required in accordance with Health and Safety regulations and after the completion of a Management Risk Assessment.
* Attend training courses as required and assist in the training of other premises support staff as directed.
* Undertake and update Health & Safety, Fire Regulations and other County policies. Maintain Legionella Water Hygiene records, ladder checks, fire records to comply with Health and Safety Requirements, etc.
* Maintain and undertake relevant risk assessments to comply with statutory requirements.
* Liaise and work closely with the School Business Manager to ensure all site requirements are met.
* Facilitate lettings and carry out associated tasks, in line with local agreements
* Ensure all assets are recorded and that the Asset Register is kept up to date.

**Health and Safety Officer:**

The Health & Safety officer is responsible for all health and safety matters in the school.

* Reporting to the Headteacher/School Business Manager on a regular basis, or whenever necessary, indicating the current state of health and safety matters at the school.
* Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
* Carrying out regular inspections at the school.
* Producing Health and Safety Reports as and when requested for the School’s Governing Body.
* Familiarising and becoming proficient, in time with legislation appertaining to the school premises, personnel and grounds.
* Attending School Health & Safety Committee meetings if required and acting upon requests and advice.
* Receiving and acting upon advice, information and reports received from the Schools Governing Body.
* Authorising, where necessary, relevant and appropriate remedial action.
* Investigating accidents, hazards and dangerous occurrences in school, and to make recommendations to the Headteacher/School Business Manager. Reporting accidents via RIDDOR
* Investigating complaints by other employees which directly relate to Health & Safety, and to make recommendations if necessary to the Headteacher.
* Raising issues relating to Health & Safety regularly in staff meetings.
* Fire Warden (or appointed person responsible to the Headteacher for Fire Safety, including carrying out regular fire risk assessments and fire checks etc and ensuring that the fire logbook is kept up-to-date)

In all cases: To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

**Personal and professional conduct**

**Support Staff should uphold public trust in the education profession by:**

1. **Having proper and professional regard for the ethos, policies and practices of the school** in which they work as professional members of staff.
2. **Demonstrating positive attitudes, values and behaviours** to develop and sustain effective relationships with the school community.
3. **Having regard for the need to safeguard pupils’ well-being** by following relevant statutory guidance along with school policies and practice.
4. **Upholding values consistent with those required from Support Staff** by respecting individual differences and cultural diversity.
5. **Committing to improve their own practice** through self-evaluation and awareness.

Refer to the school’s Code of Conduct.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Headteacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_