



## Boughton under Blean and Dunkirk Methodist Primary School

### Site Manager Job Description

Post	Site manager
Responsible to	Headteacher
Grade	Kent Range 6

Hours: 7:00am – 9:30; 4:00 – 6:30 = 25 hours

*(These hours can be adjusted and are relatively flexible according to the candidate)*

#### **MAIN ACTIVITIES AND RESPONSIBILITIES:**

1. Maintain the security of the premises by opening and closing acting as key holder for out of hours and emergency access to maintain a safe environment.
2. Oversee the work carried out by the cleaners to ensure a high standard of work is undertaken and maintained.
3. Ensure outside areas are kept free from litter, sweeping leaves, emptying bins, gritting the site etc.
4. Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site
5. Arrange emergency repairs
6. Arrange regular maintenance and safety checks
7. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales
8. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
9. Operate and regularly check systems such as heating, cooling, lighting and security Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately
10. Maintain adequate supplies of cleaning materials and supplies (light bulbs, batteries, salt, etc), re-ordering when needed, to meet the establishments' needs, liaising with the office to do so.
11. Provide a portering service for deliveries, to ensure supplies are correctly handled and appropriately delivered, moving items to an appropriate area to keep passageways clear and hazard free.
12. Take meter readings from appropriate sites around the school Contribute to the management of the premises budget
13. Attend training courses as required and assist in the training of other premises support staff as directed.
14. Comply with Health & Safety, Fire Regulations and other County policies, including weekly fire alarm checks and legionella testing.
15. Procure quotes for routine maintenance work on school premises. 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.

#### **ALL STAFF ARE EXPECTED TO:**

- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.

#### *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.*