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Post Title: Site Manager and Cleaner

Post Grade/Salary: APLd (£21,940 per annum)

Reporting to: Head of School

Post Tenable: End of July 2023

Probationary period: 6 months

Contract Term: 52 weeks per year – 5 days a week

Hours of Work: 37 hours per week. Flexible hours to ensure cover during opening hours (7:30 – 11:00 and -2:30-6:30)

Annual Leave entitlement: 26 days + Bank Holidays

Overtime and out of hours call out: Overtime and out of hours call out may be required on an ad-hoc basis to assist the school. All overtime is to be approved by the line manager in advance and will be paid at the agreed hourly rate – Overtime will be paid in line with Kent Scheme Terms and Conditions of Employment (the Blue Book).

Location: Sandwich Infant School, School Road, Sandwich, Kent, CT13 9HT

The needs of the school may require a flexible approach to work, including working to the team rota schedule for allocated evenings and weekends. Living local to the school will be beneficial.

Disclosure and Barring Service (DBS) check is a requirement for this position.

Personal Skills:

- Good self-management
- Strong attention to detail
- Ability to prioritise
- Strong team player, prepared to get your hands dirty
- Positive 'make it happen' and energetic attitude in your day-to-day work
- Working in a school environment and dealing with the issues that it may bring.

This job description reflects the principal accountabilities of the post and identifies the level of responsibility at which the postholder will be required to work. In the interests of effective working,

the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out after consultation with the postholder.

Main Duties

Security:

- Responsibility as second key holder for the site and undertake associated call out duties
- Notify the Police of any damage to the building, obtain a crime number, and secure the building if necessary.
- Responsibility for the security of the building(s) and their contents including patrolling the school, opening and locking of gates and doors, ensuring that windows are locked and secure that security systems are activated accordingly
- Requesting unknown persons on site to furnish proof of identity to prevent trespassing on premises, referring to the Head Teacher and the police where necessary; where appropriate, to prevent unauthorised parking on the school site.
- Carry out daily perimeter checks and playground inspections for any hazards and establish and maintain records of these for evidence.

Health and Safety:

- To be responsible for H&S at the school and to attend appropriate 'Health and Safety' training courses when requested
- To ensure Personal Protective Equipment (PPE) is used wherever there are risks to Health and Safety that cannot be adequately controlled in other ways
- When on site ensure that areas involved with "sickness" are cleaned immediately and disinfected within a reasonable time scale, and ensure that cleaning staff are aware to carry out deep cleaning.
- Ensure that all equipment and machinery is in a safe working condition and properly stored when not in use, reporting any concerns about the condition of equipment to the Head Teacher or School business manager as quickly as possible.
- Create and maintain a COSHH assessment file, and when purchasing materials ensure that the manufacturer or supplier submits a safety data sheet.
- To ensure that assessments of all chemicals are requested and recommend safer alternatives as necessary.
- To manage the control, monitoring, ordering and safe storage of cleaning materials and supplies as necessary
- Ensure that the asbestos register is kept up to date and that all contractors are asked to review and sign before undertaking any duties.
- To carry out an annual inspection of the site and report any changes in the conditions where asbestos has been identified to exist.
- To check water temperatures and make records on a monthly basis ensuring that all legionella assessments are up-to-date
- To test and record fire alarm systems and emergency lighting on a weekly basis.
- To be responsible for the production of the school's Fire Evacuation Plan and managing the termly fire drills

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- To undergo training in relation to Fire Warden Responsibilities, including examination, safe use and inspection of fire equipment.
- To identify and carry out first line minor repairs and maintenance where requested.
- To carry out snow clearing and gritting to ensure essential pathways are safe to use
- To keep school grounds and premises litter free, ensuring any hazardous materials or items are disposed of safely.
- To oversee the contractual maintenance of the boiler and heating systems to ensure satisfactory operation, as well as carrying out weekly checks.
- To maintain Risk Assessments and ensure they are kept up-to-date, making certain that all staff have signed to say they have seen, read and understood said Risk Assessments as required.

Assessments:

- To act on the Building Assessment which would include electrical and mechanical issues (liaising with appropriate external companies). Acting on reports issued from external contractors, the Site Manager would prioritise areas within the site that had been identified for works.
- To carry out a general risk assessment of the building(s) and grounds on a weekly basis, identifying areas that could potentially cause a risk or accident and establishing a record of these checks and the resolution of any problems.
- To draw to the attention of the Head Teacher/School Business Manager any repairs or maintenance work required at the site.
- To keep an oversight on Work Nest.
- To complete monthly health and safety checklist and submit to the Trust.

Personal Responsibilities:

- Clean designated area and undertake emergency cleaning of other areas as necessary
- disinfection of designated toilets where applicable
- Manage supplies of products (e.g. light bulb/florescent tubes, cleaning materials, toilet rolls, hand towels etc) to enable the school to function smoothly
- Carrying out authorised procedures in the event of a fire, flood, breaking and entering, accident or major damage
- Liaise and maintain relationships with outside agencies, including contractors, keeping records of all meetings and telephone calls
- Exercising judgement in assessing and carrying out minor repairs
- Work and coordinate with contractors during the school holidays to undertake 'deep' cleaning of site, for example the cleaning of all inside windows.

Heating Systems

- Arranging the cleaning of both hot and cold water tanks annually (or as required).
- Taking readings of electricity, gas and water meters on a weekly basis, reporting exceptional variances to the HoS.

Other Duties

- Porterage of goods and materials and movement of furniture and equipment as required.
- Accepting delivery of goods and materials for distribution and storage, always taking into consideration health & safety factors when moving heavy or awkward items
- Ensuring that all rubbish and broken furniture is removed from the building and is taken to bins or to a safe storage area so that it can be disposed of.
- Report to Line Manager any malicious vandalism.
- In the event of severe weather, salt the appropriate walkways in the school grounds, as directed by the Head of School.

Grounds Maintenance

- To ensure that external litter bins are emptied weekly and that the site is kept clear of litter and animal excrement.
- Weeding of paths, paved areas and gutters etc. as required.
- Snow clearing and gritting of all essential paths as required.
- Ensuring that all hard-playing areas and paths are free from hazards and that all drains and gullies are free flowing and clean. Reporting any blockages to the Head Teacher /School Business Manager as appropriate.
- To follow the maintenance programme for all outside areas and equipment, keeping records of when these maintenance procedures are carried out to enable a timetable of work to be developed
- To oversee the work of the Grounds Maintenance Contractors

Prioritising and planning

- Recording planned tasks targeted for the week and producing an overview for the year ensuring working targets are met.
- Regularly reviewing work undertaken by attending Premises meetings with the Governors.
- Undertaking other reasonable tasks as required by the Head Teacher.

Grounds

- Painting walls as required
- Window cleaning
- Arrange annual gutter clean (Summer)
- Arrange annual drain clean (Oct)
- Managing maintenance across the school, including painting, drilling and securing and changing bulbs...

Cleaning

- To undertake specified indoor cleaning duties, including the inside surfaces of windows up to 11 feet from the floor level (such as hoovering and emptying internal bins)
- To note and report, as necessary, on matters affecting the health and safety of persons the site.

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- To undertake repairs and maintenance on furnishings and buildings.
- To keep paths, access points and entrances free of snow, ice and leaves.
- Periodically clean lamp shades and light diffusers, taking account of instructions given on working at heights.
- The reporting of defects in buildings, furniture, fittings and plant as required by legislations or the instructions of the Head of School.
- The replenishment of soap, towels, toilet paper to all lavatories on the site, as necessary.
- Maintain adequate stocks of caretaking and cleaning supplies.
- Wash and dry cloths in each classroom.
- General gardening duties.
- Annual clean including shampooing rugs and carpets.

Other caretaking duties

Daily:

- Open premises – disarm alarm
- Unlock front pedestrian gate, staff cloakroom and first aid room.
- Check playground equipment, both playgrounds – H/S and log
- Empty dishwasher
- Check boiler to ensure heating working
- Collect any litter on grounds
- Check First Aid boxes

Weekly:

- Empty hot water tank in staff room
- Check fire alarms and log (Thursdays)
- Check clocks for correct time

During Winter months;

- Tidy library and resource areas
- Sweep and tidy sheds
- Ensure bomb shelter tidy and accessible
- Tidy PE and music equipment inn hall
- Wipe paintwork inside and outside
- Clean windows inside and outside where possible
- Tidy cleaners' cupboard
- Where ice/ snow has formed on paths/ playground/ steps – clear and salt