

**Position:** Site Manager

**Job Purpose:**

To carry out the professional duties of a site manager in the school as circumstances may require and in accordance with school policies under the direction of the Head Teacher.

To be responsible for the security of the school and grounds, providing a cleaning and general maintenance service of internal and external buildings and surrounding areas.

**Site Manager Professional Duties and Responsibilities:**

- To act as the main designated key holder for usual opening and, where necessary closing, and to be the main contact and key holder for out of hours and emergency access to the school site, including evenings, nights, weekends and holidays
- Maintain the security of the site, including during out of school hours, dealing with problems that arise and taking remedial action if required
- Manage all routine safety checks around the site, including heating, fire safety, meter reading, gas safety and water safety and maintain up to date risk assessments to ensure the safety of all users to the school site
- Perform duties in line with health and safety regulations and take action where hazards are identified, reporting to senior leaders immediately
- Undertake general repairs and daily, regular and seasonal maintenance of the site and equipment, inside and out, as required including such tasks as changing light bulbs, cleaning windows, maintaining doors, locks and security pads, cleaning drains and guttering, replacing hygiene equipment etc
- Liaise with the Governing Body and Head Teacher on priorities of maintenance and improvement work and procure quotes for routine and emergency maintenance work on school premises as necessary
- Coordinate, supervise and liaise with all visiting contractors to ensure a safe environment and smooth operation of maintenance or improvement work on site
- Undertake improvement and maintenance projects across the site in order to ensure a secure and safe learning environment within the school including carpentry, decorating, repairs to furnishing and buildings, etc
- Undertake general checking and cleaning of the establishment to ensure that a clean, hygienic and tidy environment is maintained; liaise and work in partnership with school cleaners, covering absence where necessary

- Maintain adequate supplies of cleaning materials and supplies, reordering when necessary to meet the establishments' needs
- Manage grounds and caretaking budgets and ensure the cost effective use of school funds in cleaning, maintenance and improvement projects
- Ensure the outside areas are well maintained, tidy and safe for example, by mowing grass areas including the school field, pruning, weeding, planting, tidying litter, sweeping leaves, emptying bins and composters, gritting or clearing snow and ice in cold weather and maintaining the wildlife and gardening areas, including the allotment, greenhouse and pond
- Mark out pitches in preparation for sporting events
- Maintain vehicles, tools and equipment to ensure they are in good working order
- Undertake general portage duties, including moving supplies, equipment and furniture within the school
- Undertake regular site health and safety checks and ensure any actions arising are properly addressed
- Drive the school minibus for educational purposes
- Attend training courses as required
- Such other duties as the Head Teacher or Governing Body may from time to time require.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the Head Teacher and member of staff, and will be reviewed annually.

Last reviewed: September 2022