**North Borough Junior School**

**Job Title:** Site Manager

**Hours of Working:** 37 hours per week, 52 weeks per year

**Grade:** Kent Range 6

**Contract:** FTE

**Responsible to:** Headteacher

**Job Purpose:** To provide professional leadership and management of the site, including support services the school may use, in order to ensure effective and efficient use of these services, thus enhancing the standards of teaching and learning within the school.

The Site Manager is responsible for the day-to-day operational management, safety and security of the school site. The Site Manager is responsible for ensuring that the school is well-maintained, safe and secure site for all users. The Site Manager will ensure high standards of site supervision and effective use of resources to enhance the learning environment for students and staff. The Site Manager has contact with numerous outside contacts including, services providers, Local Authority departments/DFE, suppliers and contractors. Contact would be written, e-mail, telephone and verbally.

**Main Duties and Responsibilities:**

* To undertake all aspects of the work of the Site Manager, e.g. locking/unlocking the premises, cleaning, minor repairs and maintenance, layout of the hall and other rooms, to ensure that lessons and other activities can take place without delay or disruption and that all Health & Safety requirements are complied with.
* To assist in the management and monitoring of a number of premises related budgets, making appropriate changes to planned work/developments in the light of on-going expenditure to stay within budget.
* To agree with the Headteacher and thereafter implement a programme of on-going maintenance and improvement/new work, identify the most appropriate resources, e.g. external contractors to achieve timescales, best value for the school and make best use of own skills.
* Undertake/oversee risk assessments relating to the school buildings and the school grounds, to ensure that students, staff and other users have a healthy and safe workplace or facility to use.
* To develop and oversee effective security systems and procedures throughout the building and premises (including security checks when the school is closed) liaising as necessary with the Emergency Services and outside firms to maximise the security of the premises and its contents and to reduce likelihood of fire and opportunities for vandalism.
* To monitor the standard of contracted work, attendance and conduct of staff supervised, identify training and development needs and ways of meeting these, (including own needs), ensure any concerns are dealt with appropriately and effectively, involving the Headteacher or designated person where necessary, to encourage work of a high quality and to enable problems to be identified and resolved quickly.
* To ensure the continuous improvement in the quality of standards of service, the cleanliness of the site and maintenance of buildings.

**ADMINSTRATION:**

* Order materials and equipment required for use by the school, in line with school ordering procedures. Monitor spending against appropriate budgets, drawing attention to the Headteacher or School Business Manager to potential overspends.
* To develop and maintain appropriate administrative and records systems for the Premises function to assist the Headteacher, SLT and the Governing Body.
* Complete appropriate records, e.g. heating/safety checks, order forms.
* Contribute to the review of school policies and procedures related to the Premises function as a member of the school’s Health and Safety Committee and by working with senior colleagues.
* Deal with day to day work related issues, relating to contracted cleaning staff, e.g. use of new equipment/materials, liaising with the Headteacher or School Business Manager as necessary.
* To monitor stock levels of cleaning and other materials, order as necessary and store appropriately to ensure that cleaning and other work can be carried out in accordance with laid down schedules and safety instructions.

**SECURITY:**

* To be responsible for securing of premises by setting/unsetting of security alarms at the agreed time of day, locking/unlocking different areas of buildings and to check windows are closed.
* Carry out emergency security repairs where possible or contact the appropriate contractor.
* To ensure that fire alarms are checked in accordance with agreed schedules to ensure that the systems work in the event of fire, thereby reducing the risk of injury to students, staff and other users.
* Undertake regular, recorded fire safety tests/drills to ensure pupil and staff awareness and safety.
* Maintain duplicate sets of keys for all rooms and equipment.

**BUILDINGS:**

* Be responsible for the implementation of repairs, maintenance and cleaning programme agreed with the School Management. Liaise with contractors regarding work requirement. Ensure that work carried out by staff and contractors is completed to specified high standards, meets deadlines and complies with safe working practices.
* Oversee and undertake part of the daily cleaning of the school ensuring that the work is completed to a high standard and complies with safe working practice.
* To carry out some cleaning of the school as designated by schedule
* Liaise with contractors as necessary.
* Coordinate an annual deep-clean of the building.
* Deal with and participate in ad hoc requirements for repairs and maintenance work.
* Throughout the school. Deploy Contractors as appropriate.

**GROUNDS CARE:**

* Ensure grounds care work undertaken by contractors etc. is completed to a specified standard and that safe working practices are adhered to. Liaise with contractors as necessary e.g. where to sign in and out, ensure that they hold the relevant insurance certificates and permits etc.
* Ensure grounds are kept in a clean, tidy and safe condition e.g. litter picking and emptying of bins and general gardening duties.
* Overseeing and undertaking if necessary, clearing of paths, drains, gullies and car park, especially during frost and snow conditions.
* Oversee, and carry out if needed, litter picking to ensure grounds are kept in a tidy condition.
* Carry out regular visual checks on all play equipment.

**ELECTRICAL INSTALLATIONS:**

* Replace bulbs/shades where accessible. Replace tube, starter, shade (not sealed units), where practicable.
* Replace, re-fuse or fit plugs (after training).
* PAT test and arrange for PAT testing of all electrical equipment to the required standards and record appropriately (after training).
* Inspect electrical fittings and arrange for Contractor to deal with any defects.

**HEATING SYSTEMS:**

* To operate the heating and hot water system.
* Ensure that recommended temperatures are maintained.
* To oversee energy conservation measures and to recommend strategies for improving performance to secure value for money.
* Carry out routine maintenance procedures for heating boilers, water pumps, etc. Ensure that proper safety precautions are observed in the boiler room. To know the location of main stop cocks and valves, and mains electricity breakers.

**EMERGENCIES:**

* Deal with, or arrange to be dealt with, all burst pipes, leaks, flooding, fires, and breakages as appropriate. Liaise with contractors as necessary.
* Liaise as necessary with Emergency Services including calling in Emergency Services as required.

**GENERAL:**

* To maintain the site database related to the school’s requested job list.
* To arrange or undertake the movement of furniture and heavy teaching equipment as required in accordance with school timetables and ad hoc requests.
* Receive and transport to main store or deliver throughout the building all educational deliveries.
* Deal with accident spillages.
* In consultation with the Head teacher where necessary, identify and undertake appropriate training and development.
* To carry out any reasonable duty as directed by Headteacher.
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**H&S:**

* Contribute to the development of Health & Safety Policy in the school to ensure that the school complies with Health & Safety legislation (including COSHH) and associated Codes of Practice and acknowledged good practice.
* Ensure that the school’s Health & Safety policy is complied with in as far as it relates to Premises Management and Contractors’ staff, to ensure their safety and that of students, staff and other school users.
* Carry out an annual Health & Safety Audit including the organisation of the fire risk checklists and room risk assessments in conjunction with the appropriate body and act upon any and all recommendations within the specified timescales.
* To carry out duties placed on employees by Health & Safety legislation.
* To ensure that mechanical aids, e.g. vacuum cleaners, steps and other care-taking equipment are in a safe condition and that their usage is in conjunction with Health & Safety guidelines and good practice.
* Report to Headteacher or designated person any unsafe furniture or structural defect, or any teaching apparatus where noticed to be defective

**SAFEGUARDING:**

* As members of staff, we all have a duty to provide for and safeguard the welfare of children we are responsible for, or who we come into contact with in our day to day work. All duties should be carried out in line with the school’s Child Protection & Safeguarding Policies and Practices.

**SPECIAL FACTORS:**

* The nature of the work may involve the postholder carrying out work outside of normal working hours.
* The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
* This post is eligible for a DBS check.
* Annual leave must be requested via the Head teacher using the ‘request for leave forms’.
* The job description can be amended if deemed necessary for the purpose of the school.