



Job Description

Post title	Site Manager
Grade	7.1-7.4
Responsible to	Office Manager
Responsible for	Supervision of the caretaker and up to 10 cleaners

Summary of the overall purpose of the job

To be responsible for all aspects of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes security, cleanliness, portage, monitoring contracts/contractors, routine maintenance and refurbishment, minor repairs, advising the Office Manager/Head Teacher on suggested improvements to the general school environment, to improve the productivity of site management and to carry out pre-planned maintenance programmes. Responsible for the school premises when they are used for external lettings.

Key responsibilities and objectives of the job

- To ensure that the management, security and maintenance of the school buildings and environment are effectively undertaken
- To be responsible for the health & safety across the whole school
- To undertake repairs and DIY projects
- To create and maintain an effective premises team ensuring that the changing needs of the school are met through training and development of the premises staff
- To delegate tasks as appropriate to other site staff or outside contractors, ensuring Health & Safety regulations are strictly adhered to.
- To monitor the performance of the caretaker and cleaners to ensure a safe, clean, tidy and well maintained school environment

Premises Management

- To monitor the day to day maintenance, repair and cleaning of the school
- In conjunction with the Office Manager (OM) to monitor the day to day maintenance and repair budget and the cleaning materials budget
- To advise on a rolling programme of redecoration/refurbishment
- To order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes, ensuring best value for money is received
- To prepare documentation for tenders or specifications of small to medium projects
- To develop appropriate monitoring procedures to ensure that the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies
- To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate manual/digital records where appropriate

- To instruct and supervise the gardening contractor ensuring the school grounds are maintained to a high standard
- To ensure that the premises team works efficiently and effectively so that the site is maintained to a high standard
- To undertake the appraisal reviews of site staff, ensuring continuing professional development in liaison with the Deputy Head Teacher

Security

- To be responsible for the security of the premises, liaising with London Borough of Bexley (LBB) Security/Police and other emergency services in this respect as necessary
- To be responsible for the unlocking and locking of the school during both term time and school closure periods.
- To ensure that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly
- To check, at least weekly, all perimeter fences, security devices, fire appliances, CCTV systems and alarms
- To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results recorded
- To monitor, report and advise the Office Manager/Head Teacher on all security matters
- To be aware of all out of hours activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.
- To act as main keyholder for the school on call-outs
- Be responsible for lettings including enquiries, bookings, payment, caretaking, damage and maintaining a high profile during events

Site Duties

- To set and monitor the school heating and hot water systems
- To take energy readings on a monthly basis
- To ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets checked daily for fresh supply of disposables etc.
- To ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards
- To ensure the main school hall floors are kept clean and polished
- To ensure that all tools and cleaning products are stored correctly and are not accessible by children and that hygiene standards and regulations are met.
- To manage the provision of a portering and furniture moving service as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming
- To ensure that orders received into school are delivered to the appropriate area / person as necessary in a timely manner
- To ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, air conditioning units, fire fighting equipment, lightning conductors etc. and results recorded
- To ensure light bulbs, fluorescent tubes and starter switches etc are changed as necessary and fittings and shades are cleaned regularly
- To maintain stage and drama equipment, including stage lighting

- To carry out PAT testing and keep accurate records
- To ensure all indoor and outdoor plants are adequately watered including during school closure periods
- To undertake minor window cleaning as required
- To collect and dispose of all waste, refuse and surplus materials
- To clear up bodily fluids after accidents adhering to health & safety procedures
- To perform the summer cleaning of the chairs and tables in the KS1 and KS2 halls
- To carry out emergency cleaning if required
- To check the mini bus in line with the minibus policy each day before it is used
- To ensure outside eating area is clean and ready for food consumption each day, when in use
- Be responsible for the school premises when they are used for external lettings

Health and Safety

- To ensure that all working practices for the Premises Team comply with current legislation
- To provide safe access to the school in the event of snow, ice or flooding
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc
- To undertake the lead in all external H&S audits
- To chair the H&S committee
- Undertake all duties laid out for the Premises Manager in the Health and Safety Policy
- All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the School's Health & Safety Policy and Procedures

Administration

- To maintain the school's equipment and plant inventory
- To place orders, via the school office, for items of housekeeping ensuring stock levels are maintained
- To order repairs and maintenance items in liaison with the Office Manager
- To maintain a log, on Property Prefect, of all inspections and checks carried out
- To establish and maintain a list of repairs / improvements
- To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept
- To prepare reports which reflect your areas of responsibility for Governors, SLT or other groups as directed by OM
- To maintain all tools and equipment in good repair and arrange for the training of members of the Premises Team on their safe use
- To ensure mechanical equipment is inspected prior to each use
- To ensure power tools are inspected before use and are PAT tested as required
- To obtaining tenders and quotes
- To carry out regular H&S inspections and Risk Assessments on his/her own and with the Deputy Head Teacher
- To report team members absence to the Office Manager

General Responsibilities

- To support and promote the school's ethos, aims and core values to promote the welfare, progress and continued development of the school and its children
- Seek to involve parents in the educational life of their child/children
- To collaborate in the evaluation of the effectiveness of the school's policies
- Meet obligations with respect to the school's system of performance management and commitment to the continued professional learning of all staff
- To work within the school framework with regard to Health and Safety
- To promote equal opportunities in the school and to strongly believe that every child can succeed
- To actively promote the aims and ethos of the school
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection; reporting all concerns to an appropriate person
- Carry out all duties with regard to the school's policies and codes of conduct
- Set high expectations of conduct, whilst acting as a good role model for others.
- Ensure that output and quality of work is of a high standard and complies with current legislation / standards.
- To support the school's commitment to the continued professional learning of all staff
- To undertake any additional duties as may reasonably required by the Head Teacher

NB: This job description reflects the core activities of the role and as the school and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training.

If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

Person specification

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED AP Application AS Assessment I Interview P Presentation R References
Education/qualification and training			
• Hold recognised training/qualifications associated with premises management	x		AP
• Significant experience or skills in a trade	x		AP/R/I
• The ability to understand and apply regulations such as health & safety, manual handling, COSHE, Legionella etc	x		AP/AS
• The ability to operate and understand electrical/mechanical systems	x		AP/I/AS
• Risk Assessment experience/qualification		x	AP/I
• Competent at basic building repairs and maintenance	x		AP/I/AS
• To be able to use small industrial, electrical and mechanical equipment	x		AP/I/AS
• Staff management experience		x	AP/I
Ability, Knowledge and skills			
• Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post	x		AP/I
• Good communication skills		x	I/AS
• Excellent numeracy and literacy skills	x		I/AS
• Good IT skills		x	AP/I/AS
• Sound planning and negotiating skills	x		AP/R
• Ability to gather information, analyse data and problem solve	x		AP/I/AS
• Ability to manage own time effectively and demonstrate initiative including establishing priorities	x		AP/I/R
• Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests	x		AP/I/R
• Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school	x		AP/I/AS
• Ability to manage people directly and indirectly	x		AP/I/R
• Ability to adapt to changing and conflicting demands.	x		AP/I/R
• Ability to be flexible and work as part of a team or individually as required	x		AP/I/R
• Ability to demonstrate an understanding of children	x		AP/I/R

• Ability to contribute to the life of the school	x		AP/R
• Ability to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies.	x		AP/I/AS/R
• Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely	x		AP/I/AS/R
Personal characteristics/other requirements			
A commitment to inclusive education	X		I
Evident enjoyment in working with children and their families	X		SS/I/T
Personal impact and presence	X		I/LO
Vision, imagination and creativity	X		I
Determination to succeed and the highest possible expectations of self and others	X		SS/I
Adaptability to changing circumstances and new ideas	X		SS/I
Good sense of humour	x		I/LO/T