

Job Description

Job Title: Site Manager
Pay Scale: APLf
Pay Scale: £27,861.84 - £31,838.72
Contract Type: Permanent Full-Time role
Hours: 37 hours per week, 52 weeks per year

Line Managed By: Headteacher

Responsible To: Staff, Class Teacher, Pupils, Parents, all stakeholders including external auditors and contractors

Main Purpose of role:

- Maintaining a clean, safe and secure school premises, which includes buildings and grounds
- Carrying out cleaning when required, routine maintenance and refurbishment, repairs and portorage services
- Supervision and management of school cleaning staff
- Promoting health and safety around the school
- Maintain all accurate Health & Safety / compliance records via online systems
- All other aspects of site management, such as supervising external contractors, and site use, development and planning

Duties and responsibilities

General duties

- Carry out portorage duties, such as moving furniture and equipment around the school
- Maintain the general school premises, furniture and fittings, and report any issues to the Headteacher
- Carry out repairs and DIY projects
- Arrange larger repairs and obtain at least three quotes from contractors, completing and submitting all paperwork prior to ordering
- Advise on site development projects and make recommendations on site using approaches in line with the school policy
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Manage garden maintenance across the school site
- Develop effective professional relationships with colleagues
- Monitor and check energy and water consumption to ensure efficiency, reading meters on a monthly basis.

Cleaning

- Carry out cleaning of site when required, including litter picking and arranging the disposal of waste
- Carry out emergency cleaning duties, such as gritting and cleaning up spillages
- Arrange an annual deep clean of classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on school premises
- Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels

Lettings Management

- Oversee the out of hours lettings; ensure needs of clients are balanced with the needs of the school.
- Assist in marketing the school's facilities.
- Maintain a Lettings diary and ensure all external users adhere to school Lettings policy.

Security

- › Maintain the security of the school premises as the main key holder.
- › Manage the holding and distribution of keys
- › Lock and unlock the premises as required, including out of school hours when necessary
- › Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures
- › Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
- › Advise the headteacher on all matters relating to school security and safety

Health and Safety

- › Ensure a safe working and learning environment in accordance with relevant legislation
- › Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; Take any corrective action where possible keeping the Headteacher informed.
- › Ensure compliance with all relevant statutory regulations and recognised best practice across the region
- › Provide safe access to the school in cold weather conditions
- › Make sure all members of staff adhere to health and safety procedures following the policy, including COSHH
- › Lead the procurement and supervision of all planned building and/or refurbishment works, ensuring that all procurement falls in line with school procurement policy and procedures.
- › Conduct and maintain accurate record/log of regular health and safety checks and ensure they are always conducted with the required regularity. E.g., fire alarm tests, fire drills, legionella checks
- › Monitor the work of contractors, ensuring safe working practice and quality of work

Line Management

- › Manage the site team
- › Ensure school terms and holidays are sufficiently covered with staffing
- › Delegate tasks appropriately to staff and ensure the smooth running of the team
- › Carry out performance management duties and make sure all staff in team have relevant, required training

Responsibilities

- › Be committed to the safeguarding and promotion of the welfare of stakeholders
- › Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- › Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- › Contribute to the overall ethos/work/aims of the school
- › Establish constructive relationships and communication with all staff and other agencies/professionals
- › Recognise own strengths and areas of expertise and use these to advise and support others
- › Participate in training and other learning activities and performance development as required
- › Ensure that cleaning staff carry out their duties professionally and effectively
- › Supervise a caretaking team that delivers and meets the needs of the school
- › Ensure contractors and external visitors comply with security and health and safety while on school premises
- › Co-ordinate and undertake large-scale improvement and maintenance projects across the site to improve the learning environment. This may include compiling reports, applying for planning permission and the associated work involved

Professional Development

- › Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- › Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- › Attend all 5 staff inset days throughout the year
- › Proactively take part in the school's appraisal procedures

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Be aware of and comply with policies and procedures relating to child protection, health & safety, security and confidentiality.
- Know and understand the school procedures for reporting all concerns via Bromcom for pupil concerns and Myconfide for any staff concerns in a timely manner.

Additional Expectations

- To have read and understood the Kingsnorth Staff Handbook issued at induction, as this contains many operational instructions to help you carry out your duties.
- - 08.30 - 08.40 = Attend staff briefing
- Daily - 08:45 - 09:00 = Gate duty, welcoming pupils and parents
- Daily - 15:10 - 15:20 = Gate duty
- To attend staff meetings/Inset days where applicable to, support your own CPD and understanding of the wider school community including Safeguarding updates

As a member of staff at Kingsnorth CE Primary School you are responsible for working with the staff, parents, pupils, and other agencies to safeguard and promote the welfare of all children at school. They promote equal opportunities and respect confidentiality.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that will be carried out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the job holder.

Kingsnorth CEP School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Signed: _____
Date: _____

Signed (Headteacher): _____
Date: _____

Person specification

CRITERIA	QUALITIES
Qualifications	<ul style="list-style-type: none">➤ Level 2 Award in Support Work in Schools
Experience	<ul style="list-style-type: none">➤ IOSH➤ Caretaking duties➤ Experience with Worknest and compliance➤ Building maintenance➤ Security, including alarm systems➤ Cleaning work➤ Some DIY➤ Working in a team➤ Supervising a small team of staff➤ Essential line management of a small site team➤ Working with contractors
Skills and knowledge	<ul style="list-style-type: none">➤ Good knowledge of health and safety regulations including IOSH➤ Ability to work flexibly, independently and as part of a team➤ Basic DIY skills➤ Ability to plan, organise and prioritise
Personal qualities	<ul style="list-style-type: none">➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school➤ Ability to work under pressure and prioritise effectively➤ Commitment to maintaining confidentiality at all times➤ Commitment to safeguarding and equality➤ Embraces change well➤ Deals with difficult situations effectively➤ Able to work flexibly and out of school hours as required
Physical requirements	<ul style="list-style-type: none">➤ Be reasonably fit to carry out the duties of the job➤ Able to carry out some manual handling and lifting➤ Able to carry out work at high levels using appropriate equipment

Notes:

This job description may be amended at any time in consultation with the postholder.

If you don't have all of the experience listed above but are interested in applying, contact Ali Smith or Iain Witts

Last review date:

Next review date:

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:

2024