



Staplehurst School

Site Manager

Job Description

July 2016

Updated October 2022 (minor updates)

Summary of role

To be responsible for the security, caretaking and general maintenance needs of the premises to ensure the school is a safe and secure environment for pupils, teachers and visitors and presented to a high standard.

The hours of work are 7.5 hours (excluding 1 hour lunch) daily. Working hours may be subject to variation and call-out at weekends and unsociable hours will be necessary from time to time.

Key skills required

The Site Manager must have significant personal motivation and drive, together with good interpersonal skills in order to liaise with pupils, teachers, management and external contractors. He/she will need to be self-motivated, flexible and able to work in an autonomous way. The ability to act on own initiative is essential, dealing with any unexpected problems that may arise.

The post holder is likely to be a qualified tradesperson and will possess extensive general buildings experience. A range of practical skills, including plumbing, carpentry, plastering, carpet fitting, tiling and re-decorating is important. The post holder will have sufficient experience of building trades to be able to identify problems and undertake a range of minor works, maintenance and repair work and/or supervise contractors to carry out such tasks.

A thorough knowledge of related Health & Safety Regulations, including COSHH and Risk Assessment and how they apply in a school environment is essential.

Living within a 5 mile radius of the school is a preference.

Tasks

1. Maintain the security of the premises by opening and arranging the closing of premises (including times for lettings which may be during evenings and weekends, for which overtime will be paid), repairing doors, latches and fences to maintain a safe and secure environment.
2. To carry out a morning check of the site to ensure it is clean, tidy and ready for use.
3. To perform a morning check of the site for health and safety compliance, i.e. to identify potential hazards and report or rectify immediately. To provide a weekly update of Health & Safety matters (either verbally or written) to the Headteacher. To meet with designated governor to discuss termly Health & Safety site checks. To note and report, as necessary, on matters affecting the health and safety of persons on the site.
4. To carry out a daily walkabout of the site to check for health and safety compliance, i.e. to identify potential hazards and report or rectify immediately. To ensure the school halls are clean and ready for assembly. To provide a weekly update of Health & Safety matters (either verbally or written) to the Headteacher. To meet with designated governor to discuss termly Health & Safety site checks. To note and report, as necessary, on matters affecting the health and safety of persons on the site.
5. To action items in the Site Manager's Request Log.
6. Act as key holder for out of hours contact (where appropriate), to ensure any problems are dealt with quickly and efficiently.
7. Undertake general repairs and maintenance around the school, inside and out, including

decorating, general repairs and woodwork, to ensure the site is a safe environment for students, teachers and visitors.

8. To supervise termly fire drills and log. Carry out fire alarm testing (weekly), emergency lights testing (monthly), inspection of fire extinguishers (periodically) and regular inspection of fire exits.
9. To carry out monthly checks for risk of legionella and record findings.
10. Check contractors' Risk Assessments, ensure asbestos register is read and signed. Monitor the quality of work undertaken and report any unacceptable work to the headteacher.
11. Undertake daily, weekly, monthly and seasonal maintenance of the site, inside and out, including changing light bulbs, tap washers, clock batteries, cleaning windows inside up to 3 m (11 feet) from the floor, cleaning drains, clean lamp shades/light diffusers, etc. to ensure the school is presented to a high standard.
12. To liaise with external cleaning company supervisor with regard to cleaning requirements/issues. To undertake the day to day cleaning of designated parts of the establishment, as directed i.e. buffing floors, cleaning toilets, dusting, vacuuming, emptying bins (waste and recycling), to ensure a clean and tidy environment is maintained. Undertake seasonal cleaning as directed i.e. stripping/polishing floors.
13. Carry out emergency cleaning, where required, in critical areas (e.g. toilets, playgrounds).
14. The replenishment of soap, towels, toilet paper to all lavatories, sinks and communal areas on the site, as necessary.
15. Ensure outside areas are kept free from litter, sweeping leaves, emptying bins, etc. Also to keep paths, access points and entrances free of snow and ice to enable safe passage.
16. Maintain adequate supplies of consumables e.g. toilet rolls, paper towels, soap, light bulbs, batteries and salt, requesting re-orders when necessary to meet the establishments needs.
17. Take monthly meter readings for water, gas and electricity, maintaining accurate records.
18. To be involved in the management and maintenance of the ongoing Buildings and Premises Plan including scheduling work in conjunction with the Headteacher and Business Manager, provision of competitive quotations in line with the School's Finance policy and best practice guidelines, booking of contractors and supervision of works.
19. To ensure appropriate levels of heating by managing and monitoring the school boilers on a day to day basis to meet the establishment's needs. Liaise with external vendors regarding maintenance of the system.
20. Provide a checking and portage service for deliveries to ensure supplies are correctly handled and appropriately delivered.
21. Attend training courses as required and assist in the training of other premises support staff as directed.
22. Undertake project work as directed by Headteacher.
23. To be responsible for school signage, information and Health and Safety matters.
24. To liaise with external landscape gardeners.
25. To put out and put away tables and chairs and other furniture as required.
26. To assemble and move staging as required.
27. To assist staff with the creation of props, placing of notice boards, artwork, etc., as required.
28. Maintain a clean and tidy Site Manager's Office.

