**JOB DESCRIPTION**

**Name:**

**Job Title:**  Site Manager

**Working Pattern:** 52 weeks per year

37 hours per week

**Salary Scale:** KR6

**Reports To:** Headteacher/School Business Manager

**Main Purpose:**

To be responsible for the security, maintenance and cleaning of the school.

**Duties and Responsibilities:**

|  |
| --- |
| 1. Ensure that buildings and the site are secure, including during out of school hours and taking remedial action if required  2. Act as a designated key holder, providing out of hours and emergency access to the school site  3. Procure quotes for routine maintenance work on school premises  4. Contribute to the management of the premises budget  5. Be responsible for other site staff including cleaning staff and grounds persons  6. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms)  7. Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site  8. Arrange emergency repairs  9. Arrange regular maintenance and safety checks  10. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales  11. Monitor materials and stock and/order supplies. Replenish supplies on a daily basis eg toilet rolls, liquid soap, hand towels.  12. Undertake general portage duties, including moving furniture and equipment within the school  13. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately  14. Undertake regular health and safety checks of buildings, water, fire alarms, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules. Keep records of checks in line with Health & Safety requirements.  15. Purchase materials to carry out repairs in line with the school’s finance procedures.  16. Support the ICT technician with ICT hardware and systems on occasions.  17. Clean and be responsible for the tidiness and safety of paths, drives and other hard surfaces within the site grounds.  18 Undertake training to keep compliant with Health & Safety requirements.  19. Complete risk assessments  Individuals in this role may also undertake some or all of the following:   1. Ensure the operation and maintenance of specialised equipment following training, for example swimming pools and sports/theatrical equipment 2. Provide training on health and safety issues to other staff   3. Facilitate lettings and carry out associated tasks, in line with local agreements |

*This school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.*

*These duties may be amended at any time to meet the changing demands of the school at the discretion of the Head Teacher after consultation with the post holder, without change to the level of responsibility appropriate to the grade of post.*

Signed …………………………………………………….. Date………………………………..

Post holder

Signed …………………………………………………….. Date………………………………..

Head Teacher

# Person Specification: Site Manager

# at St Matthew’s CE Primary School

|  |  |
| --- | --- |
|  | Qualities |
| Qualifications | * Level 2 in Support Work in schools or equivalent |
| Experience | * Caretaking * Building, Maintenance * Security, including alarm systems * Cleaning Work * Some DIY * Working in a team * Supervising a small team of staff * Working with contractors |
| Skills and knowledge | * Good knowledge of Health and Safety and safety regulations including COSHH. * Ability to work flexibly, independently and as part of a team * Basic DIY Skills * Ability to plan, organise, prioritise and lead with initiative. |
| Personal Qualities | * Commitment to promoting the ethos and values of the school. * Commitment to acting with integrity, honesty 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 * Able to work flexibility and out of school hours as required. * Willingness to under go regular training |
| Physical requirements | * 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. |