

## JOB DESCRIPTION

SCHOOL	Archbishop Courtenay School
JOB TITLE	Site Manager
GRADE	APLd
REPORTS TO	Head Teacher
DATE	July 2024

### JOB PURPOSE

- Be a key member of the school support team managing the school's security, health and safety (H&S), building fabric and grounds and overseeing the cleaning team, ensuring a safe, secure and professional environment is maintained for pupils, staff and visitors
- Carry out all other duties within the scope of the role and as directed by the Headteacher.

### MAIN DUTIES AND RESPONSIBILITIES

#### General duties

- Undertake portage duties, such as moving furniture and equipment around the school as required
- Maintain the general school premises, furniture and fittings, and report any issues to your line manager
- Undertake small repair tasks and DIY projects
- Arrange and manage larger maintenance/repairs, sourcing and arranging contractor quotations through to completion
- Arrange servicing of mechanical and electrical systems, inline with servicing frequency requirements
- Advise on site development projects and make recommendations on site use
- Attend termly Trust organised meetings.

#### Cleaning

- Oversee the cleaning team ensuring scheduled tasks are undertaken as required and to a high standard
- Undertake tasks such as arranging the disposal of waste and litter picking
- Carry out emergency cleaning duties, such as gritting and cleaning up spillages
- Arrange annual deep cleaning of designated areas including furniture and equipment as required

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*' Isaiah 40:31*

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- Take responsibility for the maintenance of cleaning equipment and maintain stock levels of supplies
- Ensure that all cleaning equipment and products are correctly stored and secured in accordance with hygiene and COSHH regulations.

### **Security**

- Manage the security of the school premises as the main key holder
- Lock and unlock the premises as required, including out of school hours when necessary
- Check that all windows, doors and gates are secured, lights and any gas/electrical appliances are switched off at the end of each day
- Maintain security equipment ensuring regular services are undertaken and recorded
- 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 your line manager on all matters relating to school security and safety.

### **Health and safety**

- Ensure a safe working and learning environment in accordance with relevant legislation
- Adhere and implement as required Trust H&S policies
- Undertake and record regular health and safety compliance checks, including but not limited to asbestos, legionella, fire safety, COSHH, play and safety equipment, reporting any concerns to your line manager
- Undertake and maintain H&S risk assessments as required
- Assist the Trusts H&S Consultant with annual audits and ensure any resulting actions are completed within a timely manner
- Provide safe access to the school in cold weather conditions
- Monitor the work of contractors, ensuring safe working practice and quality of work
- Ensure contractors provide sufficient insurances, qualifications, RAMS and maintain records.

### **Responsibilities**

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, H&S, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person

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- 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 and objectives 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 H&S while on school premises

The employee is expected to undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Headteacher.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment and work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.

This job description may be amended at any time following discussion between the head teacher and member of staff and will be reviewed annually.

## Person specification

CRITERIA	QUALITIES
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>➤ Proficient technical and practical maintenance skills level 2 or above (D)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>➤ Managing facilities, building maintenance and repairs (E)</li> <li>➤ Managing H&amp;S and compliance (E)</li> <li>➤ Undertaking cleaning tasks (E)</li> <li>➤ Undertaking small building repair tasks (E)</li> <li>➤ Managing and working with contractors (E)</li> <li>➤ Use of IT systems to maintain records and communicate (E)</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>➤ Good knowledge of health and safety regulations (E)</li> <li>➤ Good knowledge of facilities management (E)</li> </ul>

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CRITERIA	QUALITIES
	<ul style="list-style-type: none"> <li>➤ Ability to work flexibly, own on initiative and as part of a team (E)</li> <li>➤ Proficient in the use of IT, specifically Microsoft applications (E)</li> <li>➤ Confident communicator both written and verbal</li> <li>➤ DIY skills (E)</li> <li>➤ Ability to plan, organise and prioritise (E)</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils (E)</li> <li>➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school (E)</li> <li>➤ Ability to work under pressure and prioritise effectively (E)</li> <li>➤ Commitment to maintaining confidentiality at all times (E)</li> <li>➤ Commitment to safeguarding and equality (E)</li> <li>➤ Embraces change well (E)</li> <li>➤ Deals with difficult situations effectively (E)</li> <li>➤ Able to work flexibly and out of school hours as required (E)</li> </ul>
<b>Physical requirements</b>	<ul style="list-style-type: none"> <li>➤ Ability to undertake manual handling and working at height tasks associated with the role (E)</li> </ul>

Signed (Employee): .....

Dated: .....

Signed (Headteacher): .....

Dated: .....

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