

Job description: Site manager (caretaker)

Teynham Parochial Church of England Primary 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.

**Job details**

**Job title**: Site Manger (caretaker)

**Salary**: Kent Range 5 (currently £24,040, new amount from 1st April 2025)

**Hours**: 25 hours per week

**Start date:**1st April 2025

**Reporting to**: Senior Leadership Team

**Responsible for**: Cleaners

**Main purpose**

The site manager (caretaker) is responsible for:

* Maintaining clean, safe and secure school premises, which includes buildings and grounds
* Carrying out cleaning, handyperson activities, routine maintenance and minor repairs
* Some supervision of school cleaning staff
* Promoting health and safety around the school
* All other aspects of site management, such as supervising external contractors and site use.

**Duties and responsibilities**

**General duties**

* Carry out porterage duties, such as moving furniture and equipment around the school as needed
* Maintain the general school premises, furniture and fittings, and report any issues to Senior Leadership Team
* Carry out small repairs and DIY projects

**Cleaning**

* Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste materials in association with school premises
* Carry out emergency duties, such as gritting in response to cold weather 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

**Security**

* Maintain 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 at the end of the day that all windows, doors and gates are locked, lights are switched off, and electrical appliances are turned off
* 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 document regular health and safety checks, including legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to senior leadership team
* Provide safe access to the school in cold weather conditions
* Make sure all members of the team follow health and safety procedures
* Monitor the work of contractors on the school site, ensuring safe working practice and quality of work

**Line management**

* Manage the caretaking team on a daily basis
* Ensure school terms and holidays are sufficiently covered with staff
* Delegate tasks appropriately to staff and ensure the smooth running of the team

**Responsibilities**

* Be committed to the safeguarding and promotion of the welfare of children
* 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
* Ensure that cleaning staff carry out their duties professionally and effectively
* Ensure contractors and external visitors comply with security and health and safety while on school premises

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 the school office manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

**Person specification**

| criteria | qualities |
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| **Qualifications** | English and Maths level 2/GCSE A-C grade 4 or above, Level 2 or 3 in a relevant qualification would be an advantage |
| **Experience** | Caretaking  Building maintenance  Security, including alarm systems  Cleaning work  Some successful DIY projects and skills  Working in a team  Supervising a small team of staff  Working with contractors |
| **Skills and knowledge** | Good knowledge of health and safety regulations  Basic IT skills: use word and email  Ability to work flexibly, independently and as part of a team  Good organizational skills, managing tasks and job lists |
| **Personal qualities** | Commitment to promoting the ethos and values of  the school  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 tasks effectively  Commitment to maintaining confidentiality at all times  Commitment to safeguarding and equality  Able to adapt to change with ability, can do attitude with the ability to think on your feet when necessary  Deals with difficult situations effectively  Able to work flexibly including out of school hours as  required |
| **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 |