



Wentworth

Primary School

Headteacher: Mr L. Pollock BA, (Hons) NPQSL

JOB DESCRIPTION

SITE MANAGER

Grade: Kent Range 6
Responsible to: Headteacher

Purpose of the Job:

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

Ensure the school is compliant with all Health and Safety matters and records maintained.

Represents the school in dealing with contractors and suppliers involved in the repair and upkeep of the buildings and site.

Responsible for the school premises when they are used for external lettings.

Ensure monitoring procedures are in place to ensure the site is clean and safe and in a good state of repair and well stocked with the necessary supplies.

Key duties and responsibilities:

1. Ensure that buildings and the site are secure, including during out of school hours and taking remedial action if required. Test all alarm systems.
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 and assist in the procurement of major contracts i.e. cleaning.

Wentworth Drive, Dartford, Kent DA1 3NG Tel: 01322 225694/220451 Fax 01322 291562

Email: Headteacher@wentworth.kent.sch.uk

Website www.wentworthonline.co.uk



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4. Manage relationships with suppliers and contractors, obtaining quotes, planned works and contractual arrangements. Oversee all works being carried out on the school premises ensuring they are completed to a satisfactory standard and on time.
5. Assist in the preparation of bids to secure funding for premises works.
6. Direct the Assistant Caretaker and manage their workload.
7. Ensure sufficient site cover is in place at all times.
8. Contribute to the management of the premises budget.
9. Undertake minor repairs and ad hoc cleaning tasks (i.e. not requiring qualified craftspeople) and maintenance of the buildings and site.
10. Deal with all refuse, recycling and clinical waste. Maintain a litter free site.
11. Arrange emergency repairs.
12. Ensure that all compliance and maintenance is completed on time and accurate records are maintained.
13. Oversee all contractors, checking that work is completed to required standards and within required timescales.
14. Undertake general portage duties, including moving furniture and equipment within the school.
15. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
16. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
17. Handle small amounts of cash for the purchase of materials to carry out repairs.
18. Meet regularly with the School Business Manager
19. Prepare and maintain the premises rolling programme of works schedule.

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20. Ensure the operation and maintenance of specialised equipment. Maintain all paperwork pertaining to safety checks on equipment.
21. Carry out regular stock checks, replenishment and ordering. Ensure the safe storage of goods.
22. Take money to the bank as and when required by the administration team.
23. Undertake training relating to the role as and when required.
24. Act as a fire warden/overseer as required.
25. Facilitate lettings and carry out associated tasks, in line with local agreements.

Undertake other duties, as required by the Headteacher and SBM to meet the needs of the school.

Signature of Post holder:

Date:

Signature of Headteacher:

Date:

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		Essential /Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> Level 2/3 Diploma (or equivalent) and proficient technical and practical skills. Hold recognised qualifications or proof of training associated with premises management including Health and Safety, Legionella, Working at Height and Asbestos 	Desirable Essential
EXPERIENCE	<ul style="list-style-type: none"> Previous relevant experience including supervisory experience. 	Desirable.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Wider awareness of the related working environment eg client groups. Use of wide range of machinery/equipment eg kitchen, gardening and general maintenance. Sufficient knowledge related to a range of contractor services and activities in order to train, coach and/or mentor others. To organise others and own workload in order to achieve the job. Ability to identify changes required to work routines and act upon them in liaison with supervisors, clients and others as relevant. Ability to maintain accurate and timely records as required by the role e.g. diary, contractors' schedules, etc. Ability to deal with everyday problems and to identify which problems should be referred to supervisor. Ability to monitor job activities as required by the role. Ability to understand information and advise and liaise with others accordingly. Ability to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate. Has written and numeric skills in order to complete more detailed records and reports. Ability to listen, observe and contribute to discussions as required. Ability to influence, encourage, persuade and negotiate with others to achieve desired results (e.g. to diffuse bad behaviour, to 	Desirable. Essential. Desirable. Essential. Essential. Essential. Essential. Essential. Essential. Essential. Essential. Essential. Desirable.

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	<p>ensure work is carried out in accordance with plans, etc.).</p> <ul style="list-style-type: none"> • Ability to communicate using information technology as required for the role. 	Essential.
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge and expertise in minor maintenance and repair. • Knowledge of financial/ordering/monitoring procedures as required. • Knowledge of how own job fits into the activity and role of the area/site. • Understands and able to apply Health and Safety procedures relevant to the job such as: <ul style="list-style-type: none"> - Manual handling. - Safe use of machinery and/or equipment. - COSHH - First Aid and Hygiene Practice. - Lone working procedures and responsibilities. • Able to recognise and to deal with emergency situations. • Willingness to undertake training to keep knowledge up to date. 	<p>Essential.</p> <p>Desirable.</p> <p>Desirable.</p> <p>Essential.</p> <p>Essential.</p> <p>Essential.</p> <p>Essential.</p>

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