



Harrietsham Church of England Primary School

Site Manager

Job Description

Vision Statement

We are a warm, welcoming and inclusive school rooted in our rural community. Like the mustard seed, we grew from tiny beginnings and our branches are now spread wide –providing support and taking our values beyond the school gates. All those in our community feel safe and nurtured - able to flourish and grow academically, spiritually, emotionally and physically to achieve their full God-given potential.

“Nurtured We Flourish”

Our Values

Everything that we do in school is underpinned by our core Christian values and these are the basis for all the experiences we offer our pupils:

Love Forgiveness Fellowship

Job Description: Site Manager
Grade: Kent Scheme C (FTE £25,252)
Responsible to: Business Leader

Total Hours Worked: 37.5

Total Weeks Worked: 52

Days and Working Hours: Monday – Friday, 7am – 11:30am and 3pm – 6pm (negotiable)

Main Purpose of Job

To be caring and personable with children, staff and the community and determined to provide them with a clean, safe and pleasant school.

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 the highest standards.

Purpose of the Job:

- To be responsible for the security & maintenance of the school.
- To ensure the school is compliant with all Health and Safety matters and that appropriate records are maintained.
- To represent the school in dealing with contractors and suppliers involved in the repair and upkeep of the buildings and site.
- To be responsible for the school premises when they are used for external lettings.
- To ensure that 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 skills required:

The Site Manager must have significant personal motivation and drive, together with good interpersonal skills in order to liaise with pupils, parents, staff, management and external contractors.

They 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.

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.

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. Undertake minor repairs and ad hoc cleaning tasks (i.e. not requiring qualified craftsman) and maintenance of the buildings and site.
4. Deal with all refuse, recycling and clinical waste. Maintain a litter free site.
5. Arrange emergency repairs.
6. Arrange regular maintenance and health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
7. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms).

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8. Ensure that all compliance and maintenance is completed on time and accurate records are maintained. Meet regularly with the Business Leader to review this.
9. Carry out regular stock checks, replenishment and ordering. Ensure the safe storage of goods.
10. Undertake general portage duties, including moving furniture and equipment within the school.
11. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
12. Manage contract cleaners and other site contracts.
13. Direct the Assistant Caretaker and manage their workload.
14. Ensure sufficient site cover is in place at all times.
15. Procure quotes for routine maintenance work on school premises and assist in the procurement of major contracts i.e. cleaning alongside the Business Leader.
16. Assist in the preparation of bids to secure funding for premises works.
17. Contribute to the management of the premises budget.
18. Handle purchase card for the purchase of materials to carry out repairs.
19. 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.
20. Prepare and maintain the premises rolling programme of works schedule.
21. Prepare quarterly premise development reports and health & safety reports for the governing body.
22. Facilitate lettings and carry out associated tasks, in line with local agreements, alongside the School Business Leader.
23. Carryout risk assessments for various school activities.
24. Provide training on health and safety issues to other staff.
25. Ensure the operation and maintenance of specialised equipment. Maintain all paperwork pertaining to safety checks on equipment, where necessary.
26. Undertake training relating to the role as and when required.
27. Act as a fire warden/overseer as required.

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

This list is not exhaustive and may be changed at times dependant on school need and/or senior leadership team request in consultation with the postholder.

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Harrietsham Church of England Primary School is committed to safeguarding and promoting the welfare of children. Any appointment will be subject to a satisfactory enhanced DBS, barred list check and references.

Harrietsham Church of England Primary School is committed to creating a diverse workforce. We will 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.

Headteacher: _____

Date: _____

Postholder: _____

Date: _____