



## **Job Description: Site Manager/ Senior Caretaker**

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**Responsible to:** Line Manager

**Grade:** Kent Scheme D

**Purpose of the Job:**

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

**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; act as a designated key holder, providing out of hours and emergency access to the school site  
*E.g. Maintain security of the site i.e. opening and closing of the premises including those for lettings, fixing or reporting any problems.*
2. Be responsible for other site staff including cleaning staff.  
*E.g. Ensure the contract cleaners carry out their tasks covering for any absences, in general cleaning i.e. buffing wooden floors, cleaning toilets, to maintain a tidy appearance.*
3. Operate and regularly check systems such as heating, cooling, lighting, fire and security (including alarms)  
*E.g. Monitor the boiler / water system to ensure it is kept running on a day to day basis to meet the establishments needs.*
4. Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site  
*E.g. Undertake general repairs and maintenance around the establishment, inside and out, including plastering, decorating, repairs on furnishings and buildings, including woodwork to ensure a safe environment is maintained. Storing and maintaining resources such as cleaning supplies and equipment.*
5. Maintain a clean and tidy environment and ensure school grounds are kept free from litter, leaves, , weeds, debris and basic gardening (hedge trimming & grass cutting).
6. Arrange regular maintenance, safety checks and emergency repairs
7. Procure quotes for routine maintenance work on school premises, and contribute to the management of the premises budget
8. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales  
*E.g. Attend to all contractors visiting or working on site, to ensure a safe environment and liaising with line manager as appropriate.*
9. Monitor materials and stock and/order supplies



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. 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.  
*E.g. Complete daily monitoring walk of school site to ensure all areas of the site and building are safe, compliant and well presented.*
13. Keep up to date records of Legionella, Asbestos, Fire and COSHH Legislation.  
*E.g. Review the compliancy checks and timetables to ensure fully compliant at all times.*

Individuals in this role may also undertake some or all of the following:

1. Handle small amounts of cash (secondary credit card) for the purchase of materials to carry out repairs
2. Ensure the operation and maintenance of specialised equipment following training
3. Provide training on health and safety issues to other premises staff
4. Facilitate lettings and carry out associated tasks, in line with local agreements
5. Deal with bodily fluid spillages when needed / as instructed.
6. Set up and clear away the hall for Breakfast Club.
7. Be up to date with all relevant Health and Safety policies and ensure the smooth running of critical school activities (fire drills, lock down etc.).
8. Assist in set up of school events and functions as requested.
9. Carry out severe weather duties – e.g. snow clearing as and when required.
10. Carry out any ad hoc tasks deemed reasonable by the Headteacher and SLT.

**Footnote:**

This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

# East Farleigh Primary School

Vicarage Lane  
East Farleigh  
ME15 0LY  
01622 726364  
[www.east-farleigh.kent.sch.uk](http://www.east-farleigh.kent.sch.uk)



ENGAGE EXCITE EMPOWER

For KCC purposes this post has been rated as DMA Level 1

## Person Specification: **Site Manager/ Senior Caretaker**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted. Applicants should describe in their application how they meet these criteria.

	CRITERIA
<b>QUALIFICATIONS</b>	Level 2/3 Diploma (or equivalent) and proficient technical and practical skills.
<b>EXPERIENCE</b>	Previous relevant experience including supervisory experience
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Wider awareness of the related working environment</li><li>• Use of wide range of machinery/equipment e.g. kitchen, gardening and general maintenance</li><li>• Sufficient knowledge related to a range of council services and activities in order to train, coach and/or mentor others</li><li>• To organise others and own workload in order to achieve the job</li><li>• Ability to identify changes required to work routines and act upon them in liaison with supervisors, clients and others as relevant</li><li>• Ability to maintain accurate and timely records as required by the role e.g. cash returns, client diaries, contractors' schedules, etc.</li><li>• Ability to deal with everyday problems and to identify which problems should be referred to supervisor</li><li>• Ability to monitor job activities as required by the role</li><li>• Ability to understand information, and advise and liaise with others accordingly</li><li>• Ability to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate</li><li>• Has written and numeric skills in order to complete more detailed records and reports</li><li>• Ability to listen, observe and contribute to discussions as required for the role e.g. child care, work plans, etc.</li><li>• Ability to influence, encourage, persuade and negotiate with others to achieve desired results (e.g. to diffuse bad behaviour, to ensure work is carried out in accordance with plans, etc.)</li><li>• Ability to communicate using information technology as required for the role</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Knowledge and expertise in minor maintenance and repair</li><li>• Knowledge of financial/ordering/monitoring procedures as required</li><li>• Knowledge of how own job fits into the activity and role of the area/site</li><li>• Knowledge of a range of other jobs in the area</li><li>• Understands and able to apply Health and Safety procedures relevant to the job such as:<ul style="list-style-type: none"><li>- Manual handling;</li><li>- safe use of machinery and/or equipment;</li><li>- COSHH ;</li><li>- First Aid and Hygiene Practice;</li><li>- lone working procedures and responsibilities</li></ul></li></ul>

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	<ul style="list-style-type: none"><li>• Able to recognise and to deal with emergency situations</li><li>• Will need to undertake training to keep knowledge up to date</li></ul>
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