



# St Francis Catholic Primary School

Queen's Rd, Maidstone, Kent, ME16 0LB  
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Tel: 01622 771540 Headteacher: Mrs V Ebdon

Kent County Council

Job Description: Premises 4 – Site Manager

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**School:** St Francis Catholic Primary School

**Grade:** Kent Scheme D

**Responsible to:** Line Manager

## **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.
2. Act as a designated key holder, providing out of hours and emergency access to the school site. Maintain security of the site i.e. opening and closing of the premises including those for lettings, fixing or reporting any problems.
3. Procure quotes for routine maintenance work on school premises
4. Contribute to the management of the premises budget
5. Be responsible for other site staff, assistant caretaker who works 7:30am until 10:30am Monday to Friday, including the contract cleaners.
6. Operate and regularly check systems such as heating, monitoring the boiler / water system, cooling, lighting and security (including CCTV and alarms) to ensure their running on a daily basis according to the needs of the school.
7. Undertake general repairs and maintenance around the school site, including plastering, decorating, repairs on furnishings and buildings to ensure a safe environment is maintained. minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site
8. Arrange emergency repairs, regular maintenance and safety checks.

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9. Arrange regular maintenance; emergency repairs, safety checks
10. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales, ensuring all site reports are filed and dealt with accordingly using the necessary systems i.e. Statlog.
11. Monitor materials and stock and/order supplies
12. Undertake general portage duties, including moving furniture and equipment within the school
13. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately. Keep up to date records of legionella, asbestos, fire and COSH legislation.
14. 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.
15. Handle small amounts of cash for the purchase of materials to carry out repairs.
16. Provide training on health and safety issues to other premises staff
17. Facilitate lettings and carry out associated tasks, in line with local agreements

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

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

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## Kent County Council

### Person Specification: Premises 4 – Site Manager

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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.

	<b>CRITERIA</b>
<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 e.g. client groups</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 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> </ul>

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	<ul style="list-style-type: none"> <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> <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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