



More Park Catholic Primary School



Job Description:

Site Manager

School:	More Park Catholic Primary School
Grade:	Kent Scheme C
Responsible to:	Headteacher / Area Business Manager (Finance and
Hours:	Premises) 25 Term Time plus 4 weeks (6.30am to 11.45am)

Purpose of the Job:

To assist in the maintenance and security of the school premises and site, ensuring a safe working environment, as directed.

To support the Headteacher and Area Business Manager in the management of school property and premises. Working under the direction of the Headteacher in conjunction with the School Business Manager as necessary on caretaking and site management issues. Contribute to the supervision of cleaning activities and staff in the school and undertake caretaking duties. Mindful of the security of the school premises. Assisting in the maintenance of plant and equipment in the school as well as the internal and external fabric of the premises as a safe working environment

Key duties and responsibilities:

The following responsibilities provide a broad indication of the scope of the role:

- Take responsibility for ensuring the security of buildings, site and resources.
- Act as a designated key holder, providing out of hours and emergency access following initial assessment by a contracted 1st response key holder service.
- Take a proactive approach to identifying and actioning tasks that you notice in the course of other works around the site. In liaison with the Area Business Manager (Finance and Premises)
- Write and carry out risk assessments in line with Trust policy.
- Take responsibility for the monitoring and maintenance of relevant risk assessments in school in line with HSE regulations and Trust policy
- Act in the role of Fire Warden as part of the responsibilities for Fire and Evacuation with the scope of the HSE regulations.
- Carry out first line repairs and maintenance, including decoration, within the scope of competence.
- Undertake and document regular health & safety and other routine checks.
- Responsible for recording any necessary follow up action after checks and inspections undertaken.
- To review completion of cleaning services contracted by the school feeding back to the cleaning company on a regular basis.
- Take responsibility for contractors while on site and ensuring work is completed to the required standard, coordinating projects where required.



More Park Catholic Primary School



- To take responsibility in the operation and management of systems including heating, cooling, lighting, security (including CCTV) and fire safety.
- Undertake caretaking aspects of the role during term time (including but not limited to: portage; emergency cleaning; internal event preparation; external grounds maintenance.)
- Additional hours of work as necessary for school events (such as open evenings; parent evenings; play & events) (overtime rates apply.)
- Be responsible for online Asset Management Records, to include labelling and adding new assets, correct procedure for removal of broken / faulty assets, relocating assets that are moved to a different location in school and assisting with the annual asset audit.
- Be responsible for the administration of STATLOG system, to include keeping system updated, liaise and report to Head Teacher and Area Business Manager
- Any other duty or responsibility relevant to the role and appropriate to the grade of the appointment.

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

- Periodic cleaning of designated areas of the school building and grounds according to instructions.
- Assist with the maintenance of specialised equipment following training.
- Undertake lettings and carry out associated tasks, in line with local agreements.
- First Aid responsibilities after completion of 1st Aid Training.
- School Crossing Patrol Officer, to assist and ensure safe crossing of pupils and staff whilst on the Walking Bus.

The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Academy.

The post holder will work in most part on his/ her initiative within the framework of the job description and in conjunction with input from the Area Business Manager or Headteacher in relation to school needs.

Moving and carrying furniture and other equipment e.g. desks, tables, chairs, DIY equipment such as ladders, to the relevant location will be necessary.

Working hours during school closure days and school holidays will vary according to the need of access and mutual desirability in agreement with the Headteacher and Area Business Manager.



More Park Catholic Primary School



Person Specification:

The following outlines the criteria for this post.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<p>Level 1 or 2 Diploma (or equivalent) with proficient practical and technical skills relevant to the job</p> <p>Enhanced DBS check required (or to be completed prior to employment)</p> <p>IOSH Managing Safety Diploma or equivalent.</p>
EXPERIENCE	<p>Previous relevant experience at a level of responsibility can be demonstrated.</p> <p>An understanding of and commitment to child welfare and safety can be demonstrated.</p>
SKILLS AND ABILITIES	<p>Use of a range of basic tools and machinery, e.g. lawn mowers, kitchen equipment, cleaning equipment, etc.</p> <p>Day to day operational maintenance of plant and equipment</p> <p>Able to assess and undertake minor maintenance and repairs.</p> <p>Able to understand information, advise and liaise with others accordingly, such as dealing with external contractors.</p> <p>Able to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate</p> <p>Can demonstrate written and numeric skills in order to complete more detailed records and accurate reports</p> <p>Able to listen, observe and contribute to discussions as required for the job e.g. client care, child care, work plans etc.</p> <p>Able to competently communicate using information technology is required for the job (i.e. email, Office applications etc)</p>
KNOWLEDGE	<p>Requires knowledge of policies, procedures in relation to school security, minor maintenance and repairs.</p>



More Park Catholic Primary School



	<p>Understands and able to apply Health and Safety procedures relevant to the job such as:</p> <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 <p>Able to recognise and to calmly deal with emergency situations</p> <p>Will need to undertake training to keep knowledge up to date</p>
--	---