



St Mary's Primary School

Site Manager

Job Description



Post Holder:	
<i>The description of the duties, responsibilities and accountabilities for the post of Site Manager at St Mary's Catholic Primary School</i>	
Responsibility Areas	<ul style="list-style-type: none">• Overall maintenance and care of the school• Contract Cleaning Staff
Accountabilities	Work within the Catholic Ethos and the teachings of Christ.
	Implement agreed school policies and guidelines.
	Promote the highest standards of the school environment ensuring the most effective use of resources in support of the school site.
	In conjunction with the ABM, agree and manage maintenance programs, including repairs and redecoration. Also in conjunction with the ABM, arrange specifications for larger works, obtains estimates, direct and supervise works and certifies correctness of invoices for payment.
	Advise on intruder and fire alarm problems and recommends alterations and additions.
	Provide information on the condition of the buildings, fixtures and fittings including furniture, maintaining and updating records.
	Ensure communication is maintained with the ABM regarding all building, maintenance, cleaning, health and safety and security matters including advice on energy conservation.
	Buildings and Maintenance Manage rolling maintenance plan. Meet and attend all contractors visiting or working on the school grounds or premises within normal working hours or by prior arrangement. Report defects in buildings, furniture, fittings and plant as required. Check Parago reports every morning and afternoon and take action to address faults promptly. Be responsible for minor repairs and maintenance as agreed with the ABM. Monitor and ensure maintenance of school's heating and boiler machinery.
	Cleaning Be responsible for the line management of the contract cleaners. Supervise and monitor the performance of cleaning to ensure the agreed standards are maintained. Ensure training is provided for new cleaners and for new products and/or equipment as required. Replenish soap, towels and toilet paper to all lavatories and staff rooms on site as necessary. Undertake emergency cleaning tasks as required. Periodically clean lamp shades and light diffusers, taking into account instructions given on cleaning at height. Order caretaking and cleaning supplies within budget limits, checks and records delivery, and ensures safe storage and use. Monitor the school for vermin infestation, especially fleas, and liaise with the school's pest controller.
	Grounds Maintenance Clean and be responsible for the tidiness of external paths, drives, car park and other hard surfaces within the school grounds, removing litter, leaves and keeping free of weeds. Keep paths, access points and entrances free of snow and ice to ensure safe passage. Undertake any



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		necessary action as directed by the Headteacher or nominee in the event of bad weather or emergency. Monitor ground maintenance contractors and liaise with them over any special tasks.
		Health and Safety Maintain COSHH data records. Note and report as necessary, on matters affecting health and safety of persons on site. In conjunction with the Health and Safety Representative maintain health and safety records on: <ul style="list-style-type: none">• Asbestos• PAT• L18• 5-year electrical test• Fire Risk Assessment (update every 2 years) Complete the following Safeguard Risk Assessments and checklists when they are due: <ul style="list-style-type: none">• Fire Safety Risk Assessment• Security Risk Assessment• Fire Safety Maintenance Checklist• Fire Safety Inspection Carry out emergency lighting test as laid down and maintain and update records of results. Carry out water temperature testing and recording each month. Monitor and maintain a record of all portable firefighting equipment replacing any found to be defective. Provide a Hazard log for use on the school site regarding health and safety issues. Be responsible for inspecting and maintaining all ladders under the SMs jurisdiction, and maintain a ladder log. Log compliance data on MS Teams and StatLog (or any replacement systems in the future).
		Security As primary key holder the post holder undertakes security procedures and responds to calls outside normal working hours. Be responsible for the security of the school premises and grounds including opening and closing the school. Ensure all breaches of security are to be reported to the necessary authority. Monitor the school's CCTV coverage in accordance with the Data Protection Act and maintain the equipment.
		General Undertake projects within the school buildings and/or grounds. Correctly distribute and store goods and supplies delivered to the school on a timely basis. Ensure supplies of copier paper are maintained in the Photocopier room and ICT Suite. Undertake additional portage duties as required within health and safety guidelines. Maintain a record of school gas and electric meter readings and advise the ABM each month. Undertake weekly fire alarm testing. The post involves the use of chemicals and tools and the SM must follow instructions to ensure the safe use of equipment and cleaning materials. Undertake personal responsibility for identification of learning, development and training opportunities in discussion with ABM. Comply with and assist with the development of policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Work hours may be subject to variation in agreement with the post holder and include possible evening and weekend working.



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		Administer other duties relating to the use of the premises and site that may be necessary from time to time in accordance with established local practice or with the reasonable requirements of the school and/or the Kent Catholic Schools' Partnership. Drive the school minibus (with or without pupils/staff) as and when required by the HT/ABM. Complete weekly minibus safety checks using checklist and report any defects to the ABM.
Accountable to	School Business Manager	
Salary range	KSC	
Signed	Date:	

St Mary's Catholic Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment

Site Manager Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Hold recognised training/qualifications associated with premises management• Relevant training/qualifications in health & safety regulations, risk assessments, manual handling, COSHH, Legionella etc.	
Experience	<ul style="list-style-type: none">• Experience of a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school• Significant experience/skills in this role.	<ul style="list-style-type: none">• Experience of contribution to the life of the school• Staff management experience
Knowledge and Understanding	<ul style="list-style-type: none">• Knowledge of how to gather information, analyse data and problem solve• Knowledge of compliance with Health & Safety regulations to ensure that all duties are carried out safely• Knowledge of the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies.• Knowledge of electrical/mechanical systems	
Skills	<ul style="list-style-type: none">• Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post• Competent at basic building repairs and maintenance• Good communication skills• Good numeracy, literacy & IT skills	<ul style="list-style-type: none">• Ability to use small industrial, electrical and mechanical equipment



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| | <ul style="list-style-type: none">• Sound planning and negotiating skills• Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests• Ability to adapt to changing and conflicting demands• Ability to be flexible and work as part of a team or individually as required | |
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