



Our Vision:

An inclusive learning community where everyone is welcome. Children are curious about and engaged with the world around them; grow into kind and respectful young people, who have the courage and confidence to thrive as global citizens.

***"The school has high expectations and aspirations for pupils"***

***"Pupil's thirst for learning continues throughout the school, with pupils rising to the challenges they are set"***  
**Ofsted 2023**

Head Teacher  
Helen Roberts (B.Ed) Hons Primary NPQH

☎ Phone: 01959-523145  
✉ Email: [secretary@otford.kent.sch.uk](mailto:secretary@otford.kent.sch.uk)  
Website: [www.otford.kent.sch.uk](http://www.otford.kent.sch.uk)

**Job Description - Site Manager**

Otford Primary School is committed to creating a diverse workforce. We'll 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.

**Job details**

<b>Job title:</b>	Site Manager- Part Time, 5.5 hours per day (possible split shift)
<b>Salary:</b>	Kent Scheme D -£26,393 (pro rata) 20 days holiday per annum to be taken during school holidays
<b>Hours:</b>	Split shift 07:00-11:00, 17:30-19:00 Monday to Friday (timings\split shift can be reviewed to suit the right candidate)
<b>Contract type:</b>	Part time, Permanent
<b>Reporting to:</b>	Headteacher
<b>Responsible for:</b>	Site Management of Otford Primary School

**The Site Manager is responsible for:**

- Maintaining clean, safe and secure school premises, which includes buildings and grounds
- Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, portorage, and minor repairs
- Promoting health and safety around the school
- All other aspects of site management, such as supervising external contractors, and site use and development planning

***"Pupil's well-being is a priority"***

***"The curriculum...is ambitious and reflects the school's values"***  
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## **Duties and Responsibilities**

### **General duties**

- Carry out porterage duties, such as moving furniture and equipment around the school
- Maintain the general school premises, furniture and fittings, and report any issues to the Headteacher
- Carry out small repairs and DIY projects including decoration within the scope of competence
- Arrange larger repairs and obtain quotes from contractors
- Advise on site development projects and make recommendations on site use
- To support the Headteacher and School Bursar/Office team in the management of school property and premises

### **Cleaning**

- Carry out daily site tidying and ad-hoc duties, such as litter picking and arranging the disposal of waste
- To review completion of cleaning services contracted by the school feeding back to the cleaning company on a regular basis.
- Clearing waste on the school site such as leaves to ensure that the playground is clean and safe at all times
- Carry out emergency cleaning duties, such as gritting and cleaning up spillages
- Arrange an annual deep clean of classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on school premises with contractors
- Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels

### **Security**

- Maintain the security of the school premises as the main key holder providing out of hours and emergency access and to work closely with the key holder team.
- Lock and unlock the premises as required, including out of school hours when necessary
- Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off
- Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures
- Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
- Advise the headteacher/SLT/key holders on all matters relating to school security and safety

## **Health and safety**

- Ensure a safe working and learning environment in accordance with relevant legislation
- Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to the Headteacher
- Provide safe access to the school in cold weather conditions by clearing snow and ice. Ensure close communication during cold and icy conditions from 6am on the day of the snow fall with the Headteacher/SLT
- Assisting in the maintenance of plant equipment in the school as well as the internal and external fabric of the premises as a safe and working environment
- Take a proactive approach to identifying and actioning tasks that you notice in the course of other works around site
- Make sure all members of the team follow health and safety procedures
- Monitor the work of contractors, ensuring safe working practice and quality of work
- Ensure school terms and holidays are sufficiently covered with staffing
- Delegate tasks appropriately to staff and ensure the smooth running of any members of staff on the school site during holiday times including club providers
- Act as a Fire Warden as part of the responsibilities for Fire and Evacuation with the scope of HSE regulations and oversee the Fire Policy as a main point of contact with the Headteacher.
- Additional hours of work as necessary for school events, such as parents' evenings (overtime rates apply)

## **Responsibilities**

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professionals
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Ensure contractors and external visitors comply with security and health and safety while on school premises ensuring work is completed to the required standard
- Write and carry out risk assessments and validate these with the Headteacher/ SLT. Take responsibility for the maintenance of these risk assessments in school with HSE regulations
- Moving and carrying furniture and other equipment e.g. desks, tables, chairs DIY equipment such as ladders, to the relevant location as necessary

**Confidentiality**

Maintain the confidentiality of the school and systems at all times including access codes or anything which compromises the safety and security of the school

**Other areas of responsibility**

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school office manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.