



THE PIONEER ACADEMY

*"...and the main thing is learning."*

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## Site Manager

### Job purpose including main duties and responsibilities

#### Main objectives of the post

- Responsible for the property and asset management of the school.
- Liaising daily with the Head Teacher on caretaking and site management issues.
- Manage the caretaking and cleaning staff of the school.
- Ensure the security of the school premises.
- Maintaining any machinery or plant within the school.
- Maintaining the internal and external fabric of the schools premises as a safe working environment.

#### Key Accountabilities

1. Ensure adequate cover is available during own absence.
2. Ensure that vital information such as cleaning rotas and site keys are available and documented for staff as required.
3. With the assistance of the Head Teacher select the provider for services for the school following Best Value principles.

#### Management and Supervision

1. The Site Manager must ensure that contractors or directly employed cleaners perform to the standard laid down in the cleaning specification. The Site Manager will report to the Head Teacher on any failure to meet the required cleaning standards.
2. Dealing with enquiries from staff, pupils, parents and the public.
3. Planning and work allocation for directly employed them and cleaners where required.
4. Induction and instruction of other caretaking staff and cleaners to ensure they are conversant with their duties and the standards of work expected of them, and appropriate on-the-job training as required.
5. Supervision of caretaking/cleaning staff to maintain effective working relationships, to ensure good timekeeping, dealing with minor grievances and problems and ensuring work schedules and standard are maintained.
6. Certifying weekly time sheets for cleaners, and preparing claims for caretaking fees for lettings.

7. Attend training courses where appropriate
8. Reporting to Governing Body which may involve attendance at Governors meetings.
9. Managing and monitoring any facility or building contractors that are undertaking work on the schools premises.
10. Manage the hiring/letting of the school premises in consultation with the Head teacher.
11. Occasional watering of plants.
12. Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

## **Security**

1. Manage the opening and closing school to include all appropriate gates, windows, doors and fire escapes for the purpose of school use, cleaning, maintenance, emergency services.
2. Consult with Head Teacher for cover arrangements for lettings and out of school hours' functions.
3. Ensure the weekly checking and proper operation and function of all alarms and fire equipment. Check daily emergency exits and entrances are not obstructed.
4. Liaise as necessary with emergency services including the calling of the services as appropriate.
5. Compile reports on acts of vandalism to the Head Teacher and Police where necessary.
6. General site supervision, including prevention of trespass, ensuring that unauthorised parking does not occur, in conjunction with the Head Teacher, ensuring the safe use of the school site at all times.

## **Heating**

1. Manage, check and control system function, including frost precaution procedures.
2. Maintain stock levels as required including ordering and receipt of supplies.
3. Report all defects to the appropriate maintenance contractor.
4. Change filters as appropriate

## **Energy Conservation**

1. In conjunction with the Head Teacher, implement all agreed policies.
2. Manage the reading, recording and reporting all meter readings.

## **Emergencies**

1. Cleaning sickness, etc and spillage's as required.
2. Ensure all bursts, leaks, flooding, fires and breakages are dealt with promptly and safely as appropriate.
3. Ensure all electrical and gas emergencies breakages are dealt with promptly and safely as appropriate..
4. Ensuring access, assist and secure premises for all emergencies services as necessary.

## Lettings

1. Performing all the above when required being on duty to ensure effective lettings; ensuring areas are cleaned as required.

## Internal Maintenance

1. Reporting all defects which require specialist repair.
2. Visually inspect electrical fittings and report defects as required. Replace bulbs, fluorescent fittings, shades and domestic fuses as required.
3. Regularly inspect all plumbing and report/repair defects as appropriate.
4. Regular measurement of water temperature to prevent Legionella.
5. Manage the synchronisation of all clock, time switches, etc as required.
6. Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate (excluding electrical equipment).
7. Subject to the requirements of Health and Safety and the use of proper equipment, touch up decoration on any area agreed as reasonable with the Head Teacher.
8. Be responsible for the supply and availability of hygiene materials as required.
9. Receive and move supplies to various parts of the building as appropriate.
10. Manage the removal of all graffiti as required.

## External Maintenance

1. To maintain cleanliness and general tidiness of all external areas, and empty litter bins.
2. Clean and clear all drains, gullies and ensure effective and healthy operation.
3. Inspect outside fabric of the school and report and/or repair defects as appropriate.
4. Inspect all fences, gates, walls, steps, lights etc, report and/or repair defects as appropriate.
5. Manage the cleanliness of leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt, etc. Order any necessary de-icing materials.
6. Inspect all outside areas for hazardous materials. Consult with Head Teacher for the best method of removal.

## School Cleaning

1. Where cleaning is undertaken by direct labour or contractor, ensure that the school is cleaned to the agreed specification. Report any shortcomings to the Head Teacher.
2. On direction from the Head Teacher, ensure that any temporary departure from the standard cleaning specification is carried out effectively within the approved budget (major school activities, inclement weather problems, emergencies, building works, etc).
3. Disinfection of water fountains.

## **Stock Control**

1. Maintaining stock levels as required and ordering and receipt of supplies within agreed.
2. Ensuring safe storage of all stock in clearly labelled cupboards/areas.
3. Maintaining an up to date list of all hazardous substances and where they are located. A copy to be kept in school offices in case of emergency.

## **Financial**

1. Assist the Head Teacher in the property and asset management of the school.
2. Advising the Head Teacher on the cost of external providers and ensuring that a proper procurement process is adhered to when purchasing goods and services.
3. Responsible for hand tools, equipment such as lawn mowers and other small machinery.

## Person Specification

Experience, Knowledge and Skills	E/D	Stage
An understanding of health & safety requirements of a school or other public institution.	E	AF, I, R
To communicate clearly to all sections of the school community both verbally and in writing.	D	AF, I
Demonstrate knowledge of security methodology for both building and grounds without risking the health and safety of the school community.	E	AF, I
D.I.Y. skills to undertake day to day repairs and maintenance of building, including a working knowledge and operation of the school heating system.	E	AF, I
Ability to assist in the training and induction of new cleaning and caretaking staff.	E	AF, I, R
Understanding of the principles of health & safety in a school environment including COSHE.	E	AF, I,R
Ability to manage own time effectively and demonstrate initiative including establishing procedures and prioritizing own workload.	D	AF, I
Ability to adhere to working procedures and policies within the school environment.	E	AF, I,R
Ability to operate as part of a team or individually as required.	E	AF, I
Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment to undertake the duties of the post.	E	AF, I
Ability to carry out a range of administrative tasks, including stock taking and ordering.	E	AF, I,R
Display a conscientious and logic approach to the variety of tasks necessary for the smooth running of the school.	E	AF, I,R
Experience of monitoring and liaising with contractors and suppliers.	E	AF, I
Experience of current cleaning materials/methods/appliances and monitoring the quality of work undertaken by the school cleaning staff.	E	AF, I
Experience of monitoring and liaising with contractors and suppliers.	D	AF, I,R

Special Requirements	E/D	Stage
Take part in the school's performance management system.	E	AF, I
Attend governing body meetings on a regular basis if required.	E	D
Enhanced DBS Check		

### KEY

- E/D Essential or Desirable
- AF Application Form
- C Certificate
- I Interview
- R Reference
- D Disclosure