



Position: Site Manager - Full Time (*37 hours per week, 52 weeks per year*)

Grade: Kent Range 6 (£20,222 - £22,072) pay review pending

Responsible to: School Business Manager and Headteacher

Purpose of the Job:

To be responsible for all aspects of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes security, cleanliness, portering, monitoring contracts/contractors, routine maintenance and refurbishment, repairs, working with the School Business Manager and Headteacher on suggested improvements to the general school environment along with the rolling programme of maintenance, to improve the productivity of site management and to carry out pre-planned maintenance programmes.

Hours of Work:

Hours of work will be 37 in total to be split into am/pm shifts to accommodate the daily opening and closing of school. Flexibility in regard to time off in lieu or overtime for additional hours worked may be negotiated with the School Business Manager and/or Headteacher. Annual leave entitlement is to be taken during the school holidays as agreed with the School Business Manager and Headteacher.

Key duties and responsibilities:

- 1 Ensure on a daily basis that buildings and the site are secure and functional, including during out of school hours and taking remedial action if required.
- 2 Act as the main designated key holder, providing out of hours and emergency access to the school site.
- 3 Maintain the school by painting both internal and external areas of the school on a rolling programme and completing tasks to enhance the school.
- 4 Procure quotes for routine maintenance work on school premises.
- 5 Contribute to the management of the premises budget.
- 6 Operate and regularly check systems such as heating, cooling, Legionella testing, lighting and security (including CCTV and alarms).
- 7 Be point of contact for regular maintenance and safety checks as organised by via the Trust's appointed contractor.
- 8 Undertake minor repairs (ie not requiring qualified craftsman) and maintenance of the buildings and site.
- 9 Arrange agreed emergency repairs.
- 10 Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
- 11 Maintain the grounds being responsible for cutting the grass, hedges and banks around the school.
- 12 Ensure contractors hold the relevant insurance and permits, with copies kept

on file.

- 13 Monitor materials and stock and/order supplies and be responsible for the use of the School Corporate Card for the purchase of materials to carry out repairs.
- 14 Undertake general portorage duties, including moving furniture and equipment within the school. Storing deliveries in the correct areas.
- 15 Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to the Headteacher immediately.
- 16 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.
- 17 Keep the school site safe during all weathers ensuring that it is kept swept and de-iced according to the weather.
- 18 Cleaning of all outside areas including Reception Class Area and all facias to the building.
- 19 Hold the relevant licence to drive a minibus if required to transport pupils to school events.
- 20 Provide training and induction on health and safety issues to other staff.
- 21 Facilitate lettings and carry out associated tasks, in line with local agreements to benefit the immediate community.
- 22 Asked from time to time to complete additional tasks not listed to support the needs of the school.

This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Specific Responsibilities:

PREMISES MANAGEMENT

- 1 To monitor the day to day maintenance, repair and cleaning of the school.
- 2 In conjunction with the School Business Manager/Headteacher, monitor the day to day maintenance and repair budget.
- 3 To advise on a rolling programme of redecoration/refurbishment.
- 4 To order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes, ensuring best value for money is achieved.
- 5 To manage and maintain the school's Asset Register ensuring that an annual check is carried out, all new equipment is recorded and that damaged/unrepairable equipment is disposed of responsibly and removed from the register.

HEALTH & SAFETY AND SAFEGUARDING

- 1 To ensure that all working practices comply with current legislation.
- 2 All duties to be carried out in compliance with the H & S at Work Act and the School's H & S Policy and Procedures, as well as COSHH regulations.
- 3 To provide safe access to the school in the event of snow, ice or flooding.
- 4 To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers.
- 5 To take remedial action where H & S risks are identified, reporting serious hazards immediately to the Headteacher.
- 6 Have a good understanding of Fire Safety Regulations, Emergency Procedures and rules for evacuating a building.
- 7 To ensure that all allocated equipment, furniture and materials are stored safely and securely in order to prevent unauthorised access and potential accidents or misuse.
- 8 To provide safe access to the school and classrooms where required in the event of severe weather or emergency situations.
- 9 To ensure that clear passage is maintained on fire escape routes and that disabled access is available to the building at all times.
- 10 To undertake additional training to support the H & S culture of the school.
- 11 Liaise with School Business Manager and Health and Safety Governor completing Health and Safety Checks regularly within the school year.

SECURITY

- 1 To maintain the security of the premises by opening and closing premises including agreed times for lettings.
- 2 To undertake daily security checks, repairing doors, latches and fences to maintain a safe environment and report security breaches to the Headteacher.
- 3 Operate systems such as heating, cooling and all lighting.
- 4 To prevent trespass on the school premises and guard against unauthorized parking of vehicles.
- 5 To monitor security systems including CCTV and alarms, liaising with police and alarm company as the main registered key holder and point of contact in an emergency callout situation.

- 6 To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results recorded and to check monthly all perimeter fences, security devices, fire appliances and alarms.
- 7 To be aware of all school out of hours' activities and arrange for the opening, closing, hearing and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.
- 8 To act as main key holder for the school on call-outs.

GENERAL SITE DUTIES

- 1 To set and monitor the school heating and hot water systems.
- 2 To undertake regular monitoring of building management systems and utilities to quickly deal with plant or energy supply failures and to record and submit energy readings on a monthly basis.
- 3 To ensure the school is kept clean and tidy and is conducive to learning. Duties to include litter picking, collection and disposal of refuse, disinfecting bins, ensure toilets are checked daily for fresh supply of disposables.
- 4 Be responsible for the removal of all debris from paths, play and grass areas.
- 5 To ensure that the Hall, Creative Centre and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards.
- 6 To ensure the hall and corridor floors are kept clean and polished.
- 7 To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met.
- 8 To manage the portering service as required in order that school activities can proceed and that the main entrance of the school is always clear and welcoming.
- 9 To ensure that heavy/bulky orders received into school are delivered to the appropriate area/person as necessary and the safe storage of supplies.
- 10 To carry out daily and seasonal maintenance of the site and buildings including changing light bulbs, tap washers, clock batteries, clearing drains and light diffusers, etc to ensure a safe environment is maintained.
- 11 To carry out regular visual checks of all outdoor play equipment.
- 12 To install and dismantle the Hall stage equipment in a timely manner when required for school performances.
- 13 To ensure that the milk, breakfast and fruit delivery is refrigerated/stored in a timely manner.
- 14 To collect recycling, waste and surplus materials and dispose of correctly
- 15 To oversee the management of refuse collection, pick up arrangements and ensure rubbish is stored appropriately.
- 16 To sweep and ensure bin area is kept clean and tidy at all times.
- 17 To clear up bodily fluids after accidents adhering to H & S procedures.
- 18 To carry out emergency cleaning if required.

ADMINISTRATION

- 1 To maintain the school's Asset Register.
- 2 To place orders via the School Business Manager for items of housekeeping ensuring stock levels are maintained.
- 3 To order repairs and maintenance items in liaison with the School Business Manager.
- 4 To establish and maintain a list of an audit of all tools and equipment, their state of repair and where they are kept.
- 5 To ensure mechanical equipment is inspected prior to each use.

FINANCE

- 1 Monitor the premises budget ensuring that supplies are ordered when required and that budgets are not overspent.
- 2 Research the costs and procure quotations for routine maintenance work and seek approval from the School Business Manager/Headteacher in order to raise and dispatch a purchase order to the relevant supplier.
- 3 Be responsible for the school purchase card by making purchases appropriately, obtaining VAT invoices and completing financial paperwork where necessary in accordance with school procedures and adhering to purchasing cut-off dates.

ADDITIONAL NOTES

- 1 You may be called out at unsociable hours or at weekends to attend to security problems, make emergency repairs or allow access to any contractor who may be working on site in school holidays or weekends.
- 2 Whilst every effort has been made to outline the main responsibilities of the post, every individual task undertaken may not be identified.
- 3 Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar nature that is not specified in this job profile.
- 4 The job profile is current at the time of advertising, however, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with regards to grade and job title.
- 5 To play a full part in the life of the school community and actively promote school policies.
- 6 Professional standards must be maintained at St. Richard's Catholic Primary School including the wearing of appropriate clothing, confidentiality, punctuality, a Duty of Care, keeping our pupils, staff and visitors safe and being aware of and carrying out the Acceptable use of ICT policy when using the school network.