

JOB DESCRIPTON - SCHOOL SITE MANAGER

**Hours: 1 person full-time, 2 persons part-time**

**PURPOSE OF JOB:** To ensure the security and safety of the establishment and provide a general maintenance service of internal and external buildings and surrounding areas.

**PRINCIPAL RESPONSIBILITIES:**

* Maintain the security of the premises by opening and closing the school as required and being the priority key holder for any call-outs to site.
* Ensuring the cleanliness of the school.
* Undertake and co-ordinate maintenance of the school which may include replenishing supplies, decorating, gardening work, installation of new equipment, etc.
* PAT Testing of all school equipment as required annually
* Manage routine health and safety checks – including risk assessments, fire safety, fire & security alarms, COSHH, water testing etc to ensure the school is complaint with school and county policies and its statutory duties. To ensure staff are aware of correct practice in these areas.
* Oversee the provision of utility services on site – eg water, gas, electric – undertaking meter readings, monitoring consumption and liaising with providers regarding maintenance of services and any problems which may arise
* Carry out daily and seasonal maintenance of the site and equipment, inside and out, as required. Assessing and prioritising work, managing a maintenance calendar and recording and reporting the condition of the building and maintenance concerns as appropriate.
* Maintain adequate supplies of cleaning materials and supplies in line with COSHH regulations.
* Ensuring the effective maintenance of the school grounds, liaising with external contractors and carrying out external cleaning or gardening work as required.
* To move heavy and awkward shaped furniture and supplies as requested, and work at heights as required in accordance with Health and Safety regulations and after the completion of a Management Risk Assessment.
* Support the school kitchen staff to ensure the premises are ready for lessons as soon after lunch as is possible.
* To ensure safe temperature of water, maintenance of the plumbing systems and statutory monitoring for Legionnella.
* Supervise maintenance contractors attending the site who may be pricing or carrying out a job according to the specification set, and ensure that the contractor is given adequate information to complete the task effectively.
* Provide a first point of contact for all deliveries and collections including waste, moving items to an appropriate area to keep passageways clear and hazard free.
* Attend courses relevant to the role and the benefit of the school.
* Undertake such duties and work hours as agreed with the Head Teacher and carry out duties as may be required from time to time as detailed by the Head Teacher.
* Ensure best practice in working towards a sustainable school with regards recycling and energy efficiency
* Support the daily routines of the school.
* Support pupils and staff in maintaining and developing the School Kitchen Garden and sustainable grounds management.
* Provide a positive role model to the pupils.
* Support the activities of the PTA.