



EAST PECKHAM PRIMARY SCHOOL

Mrs L A Wickens, Headteacher

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East Peckham

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Kent TN12 5LH

JOB DESCRIPTION FOR SITE MANAGER

Grade:- Kent Range 6

Responsible to: Headteacher

Purpose of Job

Be responsible for the security, caretaking, cleaning, general maintenance needs of the premises

Key duties and responsibilities:

1. Undertake general repairs and maintenance around the establishment, inside and out, including plastering, decorating, repairs on furnishings and buildings, including woodwork to ensure a safe environment is maintained.
2. Take responsibility for, and adherence to, school health and safety requirements, including documentation and scheduling of inspections and monitoring.
3. 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.
4. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
5. Arrange regular maintenance and safety checks, including emergency repairs.
6. Maintain an up-to-date asset register.
7. Act as a designated key holder, providing out of hours and emergency access to the school site.
8. Maintain security of the site i.e. opening and closing of the premises including those for lettings, checking and changing CCTV tapes (if relevant), fixing or reporting any problems, attend to all contractors visiting or working on site, to ensure a safe environment and liaising with line manager as appropriate.
9. Respond to callouts when an alarm is triggered, ensure school is made safe if necessary and follow-up with police and insurance companies.
10. Be responsible for and ensure the contract cleaners carry out their tasks in general

cleaning i.e. buffing wooden floors, cleaning toilets, to maintain a tidy appearance.

11. Be responsible for other site staff including cleaning staff and grounds maintenance staff
12. Safely store resources such as cleaning supplies and equipment
13. Monitor cleaning stock/liaise with the cleaning company to know what supplies need to be ordered.
14. Monitor the boiler to ensure it is kept running on a day to day basis to meet the establishments needs.
15. Provide a portage service for deliveries to ensure supplies are correctly handled and appropriately delivered.
16. Take meter readings from appropriate sites around the premises to assist in ensuring invoices received are correct and budget monitoring is maintained.
17. Maintain a swimming pool to ensure it is safe for use, including opening and closing procedures at the beginning and end of season.
18. Take any money held in the school office to the bank or post office for paying in before the authorised limit is reached.
19. Procure quotes where needed for any maintenance work to be carried out.
20. Contribute to the management of the premises budget
21. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
22. Undertake general portage duties, including moving furniture and equipment within the school.