



## Woodlands Primary School

### JOB DESCRIPTION: SITE MANAGER

**Responsible to:** School Business Manager

**Salary:** Kent Range 5

#### **Job Purpose:**

- To assist the School Business Manager in the efficient and effective management of day to day security, general maintenance, cleaning and improvement of school building and site
- To ensure the safety and welfare of School, pupils, staff and visitors
- To work as part of a team and independently, maintaining a high-quality teaching and learning environment for users
- To supervise the Caretaker and Cleaning staff

#### **PROFESSIONAL DUTIES AND RESPONSIBILITIES**

##### **HUMAN RESOURCE MANAGEMENT**

- To provide and manage daily, weekly and monthly task checklists for the Caretaker
- To organise daily rotas and manage premises cleaning team ensuring regular termly meetings take place

##### **SECURITY**

- Maintain the security of the premises by closing premises including agreed times for lettings
- Undertake daily security checks, repairing doors, latches and fences to maintain a safe environment and report security breaches to the School Business Manager daily
- Operate systems such as heating, cooling and all lighting
- To prevent trespass on the school premises and guard against unauthorised parking of vehicles
- Monitor security systems including CCTV and alarms, liaising with police and alarm company as registered Key Holder and point of contact in an emergency callout situation

##### **HEALTH AND SAFETY AND SAFEGUARDING**

- As much of the work is undertaken during school time, the post holder is required to work within tighter health & safety considerations with children being in school
- Manage the School's Health & Safety compliance procedures including regular water testing and flushing, maintaining registers as required and have a good understanding of Fire Safety Regulations, Health & Safety Regulations, Emergency Procedures and rules for evacuating a building
- To perform duties in line with health and safety and COSHH regulations and take remedial action where risks are identified reporting serious hazards immediately to the School Business Manager

## **HEALTH AND SAFETY AND SAFEGUARDING**

- 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
- To monitor external contractors ensuring safe working practices are adhered to and in compliance with the School's Contractor rules
- To provide safe access to the school and classrooms where required in the event of severe weather or emergency situations (early shift maybe required during severe weather)
- Ensure that clear passage is maintained on fire escape routes and that disabled access is available to the building at all times
- Carry out and maintain annual risk assessments
- To undertake additional training to support the Health and Safety culture of the School

## **BUILDING / SITE IMPROVEMENT AND MAINTENANCE**

- Undertake general repairs and maintenance that maintain the fabric of the School and its facilities including decorating, repairs and woodwork
- Carry out daily and seasonal maintenance of the site and buildings including changing light bulbs, tap washers, clock batteries, clearing drains and cleaning light diffusers, etc. to ensure a safe environment is maintained
- Ensure outside areas are kept free from litter, to sweep leaves and empty bins
- To undertake adhoc urgent repairs including water leaks, repairs to doors, windows and furniture and cleaning up after breakages and spillages
- To undertake regular monitoring of building management systems and utilities to quickly deal with plant or energy supply failures
- To record meter readings monthly and monitor heating oil supplies

## **MANAGEMENT**

- Manage, supervise and support a team of cleaners to ensure that there is a high standard of cleaning throughout the school and provide cleaning cover for absent cleaners when necessary
- Complete the Performance Management Review for Caretaker and Cleaning staff annually, liaising with the School Business Manager to set targets and organise applicable training
- Assist the School Business Manager in identifying and managing the various building and site related annual maintenance contracts
- 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

## **FINANCE**

- Monitor the cleaning and caretaking budget ensuring that supplies are ordered when required and that budgets do not go overspent
- Research the costs and procure quotations for routine maintenance work and seek approval from the School Business Manager in order for a purchase order to be raised and despatched to the relevant supplier
- Support the Finance assistant with taking the school income to the Bank on a weekly basis
- Manage the Site Manager 'school premises purchase card' making purchases appropriately, obtaining VAT invoices and completing financial paperwork where necessary in accordance with school procedures

## GENERAL DUTIES

- To maintain the general upkeep, cleanliness and tidiness of the School facilities internally and externally
- To undertake portorage duties including receiving, checking and distributing deliveries and ensuring safe storage of supplies
- Oversee the management of refuse collection pick up arrangements and ensure rubbish is stored appropriately
- Sweep and ensure locked yard is always kept clean and tidy
- Be responsible for the removal of all debris from paths, play and grass areas, flowerbeds and entrances
- To set out/put away lunch tables, machine clean floor and setup any furniture for school events, and undertake general portorage
- Cleaning spillages including children's accidents
- To maintain a Site Manager diary

## ADDITIONAL DUTIES

- 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
- To carry out any other duties as may from time to time be required by the School Business Manager
- To maintain confidentiality at all times
- To participate in training or other learning activities and performance management review as required
- To play a full part in the life of the school community
- To actively promote school policies

## ADDITIONAL NOTES

- Whilst every effort has been made to outline the main responsibilities of the post, every individual task undertaken may not be identified
- Employees are expected to comply with any reasonable request from a line manager to undertake work of a similar nature that is not specified in this job profile
- 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
- Professional standards must be maintained at Woodlands Primary School including the wearing of appropriate clothing, punctuality, a Duty of Care, keeping our students, staff and visitors safe and being aware of and carrying out the Acceptable Use of ICT policy when using the school network

***Woodlands Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure Application to the Disclosure and Barring Service and check against the ISA Barred List for children.***

Signed:

Dated: