## JOB TITLE: Site Manager (Primary)

**REPORTS TO: Head Teacher**

## BAND: Grade B

**JOB PURPOSE**

To contribute to the smooth running of the School by organising and managing the schools site provision including caretaking, general maintenance, routine compliance, Health & Safety and security of the site.

**KEY CORPORATE ACCOUNTABILITIES**

* Commitment to the Trust’s central team Vision and Values.
* To maintain awareness of and commitment to the Trust’s Equality and Diversity in Employment Policy in relation to both employment and service delivery and to observe the standard of conduct which prevents discrimination taking place.
* To comply with all Trust policies including Code of Conduct, Safeguarding Policy and E-Safety Policy.
* To fully comply with the Health and Safety at Work Act 1974 etc, the Trust’s Health and Safety Policy and all locally agreed safe methods of work.
* At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above
* To work with colleagues to achieve service plan objectives and targets.
* To participate in the Performance Management Procedure and contribute to the identification of own team development needs.

**PRINCIPAL ACCOUNTABILITIES**

## Caretaking and maintenance

* Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures.
* Making arrangements for the carrying out of routine procedures or inspections on ancillary equipment, e.g. checking automatic pumps and areas subject to flooding, and the maintenance of batteries.
* Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage.
* To identify and prioritise maintenance requirements and contribute to preparation of work programmes.
* To carry out first line repairs and maintenance which are not beyond the competence of the staff concerned:-
* plumbing work – e.g. repairing a leaking pipe, simple installation work, such as plumbing in a new tap, or replacing washer etc.;
* redecoration as appropriate;
* plastering work such as repairing cracked or broken plaster, making good damaged walls, for example, following the removal of say, shelving or similar fittings;
* fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc.;
* Glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external. N.B. Specialist contractors would be used for repairs to large windowpanes or double-glazed units or windows at a high level.
* Making arrangements for the washing of internal walls, e.g. classrooms, corridors.
* Making arrangements for window cleaning.
* Ensuring that all areas within the confines of the site are free from litter and that all drains and gullies are free flowing and clean.
* Making arrangements for the delivery of stores, materials and other goods and their conveyance to their points of distribution. Dispatching laundry, goods, materials etc.
* Ensuring that adequate supplies of cleaning materials and other supplies are available.
* Ensuring that all caretaking equipment is in a safe and working condition and arranging for their repair as appropriate.
* Preparing the school premises and site for out of school activities and clearing up after these activities.

Health & Safety

* Ensuring the implementation and compliance with appropriate Codes of Practice throughout the School (in relation to premises and caretaking/cleaning issues) in liaison with the Health and Safety Officer for the School.
* Monitoring the appropriate (define e.g. premises and caretaking and cleaning related) Health and Safety procedures in use in the School and reporting any issues to the Health and Safety Officer for the School.
* Ensure all routine compliance checks are undertaken.

## Security

* Act as keyholder and carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm(s).
* Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
* Dealing with enquiries from officers and employees of the Local Education Authority, workers and contractors and, where appropriate in liaison with the Headteacher.
* Attempting to prevent unauthorised access onto the school premises or grounds.
* Monitoring and ensuring the cleanliness of the School premises and furnishings.

#### Other duties

* Testing portable electrical equipment if trained and accredited to do so.
* Completing claims for caretaking fees for lettings and making out forms for the requisition of stores and repairs.
* Maintenance of Inventory of/in respect of *(define)* equipment. Carrying out an annual check of equipment against the Inventory.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

***This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

I confirm that I have read and understood, and that I accept, the above job description:

Signature : ……………………… Date: ……………… Name in full ………………..

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| **General heading** | **Detail** | **Examples** |
| Qualifications & Experience | Specific qualifications & experience | Caretaking experience ideally in a school setting  Janitorial/cleaning experience  A background in any combination of electrical, plumbing, gardening, carpentry and decoration skills would be an advantage |
| Knowledge of relevant policies and procedures | Knowledge of procedures for using cleaning equipment and chemicals |
| Literacy | At least English GSCE (A-C) level or equivalent |
| Numeracy | At least Maths GSCE (A-C) level or equivalent |
| Technology | Knowledge of basic ICT to support role  Ability to use general site equipment |
| Communication | Written | Ability to complete basic forms |
| Verbal | Ability to exchange routine verbal information clearly |
| Languages | Seek support to overcome communication barriers with children and adults |
| Negotiating | Ability to follow instructions |
| Working with children | Behaviour Management | Understand the school’s behaviour management policy |
| SEN | Understand and support the differences in children and adults and respond appropriately |
| Curriculum | Basic understanding of the learning experience provided by the school |
| Child Development | Basic understanding of the way in which children develop |
| Health & Well being | Understand and support the importance of physical and emotional wellbeing |
| Working with others | Working with partners | Understand the role of others working in and with the school |
| Relationships | Ability to establish rapport and respectful and trusting working relationships with colleagues |
| Teamwork | Ability to work effectively with a range of adults |
| Information | Know when, how and with whom to share information |
| Responsibilities | Organisational skills | Good organisational skills |
| Line Management | N/A |
| Time Management | Ability to manage own time effectively |
| Creativity | Demonstrate ability to resolve routine problems independently |
| General | Equalities | Awareness of and commitment to equality |
| Health & Safety | Understanding of Health and Safety in respect of using cleaning equipment and chemicals  Basic understanding of general Health & Safety |
| Child Protection | Good understanding of and commitment to child protection procedures |
| Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
| CPD | Be prepared to develop and learn in the role |