



JOB DESCRIPTION

Post Title:	Site Manager
Reporting to:	Head, Assistant Head & Finance & Administration Manager
Based:	St John & St James' C of E Primary School
Hours:	37.5 hours (7.30am to 4.00pm - 1 hour break)
Scale	P01

JOB SUMMARY:

- Responsible for the property and in assisting in the management of the school. Liaising daily with the Headteacher on caretaking and site management issues.
- Maintaining any machinery or plant within the school. Maintaining the internal and external fabric of the school's premises as a safe working environment.

MAIN DUTIES AND RESPONSIBILITIES:

- Ensure contractors or directly employed cleaners perform to the standard laid down in the cleaning specification. The Site Manager will report to the Headteacher on any failure to meet the required cleaning standards.
- Deal with enquiries from staff and pupils.
- Induction and training of other caretaking staff and cleaners to ensure they are conversant with the duties and standards of work expected of them.
- Liaising with cleaning staff.
- Attend training courses where appropriate.
- Computer literate, able to use systems to maintain logs and produce reports as required.
- Manage and monitor any facility or building contractors that are undertaking work on the school's premises.
- Communicate by phone & email in order to obtain quotes and negotiate best value from contractors, suppliers etc for works and supplies.
- Organise statutory testing according to government guidance.
- Support the hiring/letting of the school premises in consultation with the Headteacher.
- Support in the training and development of other caretaking staff within the federation and schools in partnership as and when required.
- Maintain effective working relationships and ensure good timekeeping, dealing with minor grievances and ensuring work schedules and standards are maintained.

SECURITY

- Manage the opening and closing of school to include all appropriate gates, windows, doors and fire escapes for the purpose of school use.
- Liaise with emergency services.
- Consult with the Headteacher on cover arrangements for lettings and out of school hours functions.
- Ensure the weekly checking and proper operation and function of all alarms and fire equipment. Check daily emergency exits and entrances are not obstructed.
- Undertake yearly fire risk assessment.

- Compile reports on acts of vandalism for the Headteacher and Police where necessary. Assist in the management of internal mail courier duties as required by the Headteacher.
- General site supervision, including prevention of trespass, ensuring that unauthorised parking does not occur.
- In conjunction with the Headteacher ensuring the safe use of the school site at all times.

HEATING

- Manage, check and control system function, including frost precaution procedures.
- Maintain stock levels as required including ordering and receipt of supplies.
- Vent heating system as required.
- Report all defects to the appropriate maintenance contractor. Change filters as appropriate.

ENERGY CONSERVATION

- In conjunction with the Headteacher, implement all agreed policies.
- Reading, recording and reporting all meter readings as required by the Headteacher and or Energy Conservation Officer.
- Liaise with the Energy Conservation Officer/ensure the school is energy efficient.
- Implement recommendations authorised by the Headteacher.

EMERGENCIES

- Cleaning sickness, etc and spillage as required.
- Ensure all bursts, leaks, flooding, fires and breakages are dealt with promptly and safely as appropriate.
- Ensure all electrical and gas emergencies breakages are dealt with promptly and safely as appropriate.
- Ensuring access, assist and secure premises for all emergency services as necessary.

LETTINGS

- Support the Lettings process.
- Ensure effective lettings; ensuring areas are cleaned as required in accordance with Hackney Learning Trust's arrangements.

INTERNAL MAINTENANCE

- Reporting all defects which require specialist repair.
- Visually inspect electrical fittings and report defects as required. Replace bulbs, fluorescent fittings, shades and domestic fuses as required.
- Regularly inspect all plumbing and report/repair defects as appropriate. Regular measurement of water temperature re: prevention of Legionella.
- Synchronise all clock, time switches, etc as required.
- Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate (excluding electrical equipment).
- Subject to the requirements of Health and Safety and the use of proper equipment, touch up decoration on any area agreed as reasonable with the Headteacher.
- Be responsible for the supply and availability of hygiene materials as required. Receive and move supplies to various parts of the building as appropriate.
- Remove or obscure all graffiti as required by the Headteacher.

EXTERNAL MAINTENANCE

- Maintain cleanliness and general tidiness of all external areas, and empty litter bins daily.
- Clean and clear all drains, gullies and ensure effective and healthy operation.
- Inspect the outside fabric of the school and report and/or repair defects as appropriate.
- Inspect all fences, gates, walls, steps, lights etc, report and/or repair defects as appropriate.
- Agree a system with the Governing Body, and Headteacher for window cleaning arrangements, and monitor if appropriate.
- Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt, etc. Order any necessary de-icing materials.
- Inspect all outside areas for hazardous materials. Consult with the Headteacher for the best method of removal.
- Maintenance of school gardens including planting bulbs etc.
- Oversee regular cutting of grass.

SCHOOL CLEANING

- Where cleaning is undertaken by direct labour or contractor, ensure that the school is cleaned to the agreed specification. Report any issues to the Headteacher.
- In accordance with the schedule laid down, check regularly that the barrier matting is serviceable and that routine maintenance (dust bags, filters, etc) of buffers, sprayers, etc is undertaken.
- On direction from the Headteacher, ensure that any temporary departure from the standard cleaning specification is carried out effectively within the approved budget (major school activities, inclement weather problems, emergencies, building works, etc).
- In areas where the Caretaker undertakes a proportion of cleaning, undertake the cleaning of those areas as directed by the Headteacher.
- Daily disinfection of water fountains.

STOCK CONTROL

- Maintain stock levels as required, ordering and receipt of supplies within agreed budget in consultation with the Senior Admin Officer.
- Ensure safe storage of all stock in clearly labelled cupboards/areas.
- Maintain an up to date list of all hazardous substances and where they are located, ensuring a copy is kept in the school office in case of emergency.

GENERAL

- The site includes the school and additional buildings
- Take part in the school's performance management system.
- Enhanced CRB Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the postholder.
- The postholder is expected to comply with all relevant policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and the Confidentiality of Information.
- The postholder may be required to work outside normal school hours on occasion, with due notice.
- Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their appointment form and are expected to disclose such information at the appointment interview.
- This is not an exhaustive list of duties and responsibilities, and the postholder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager.

Date of Issue:

Name of Postholder:

Signature of Postholder:

Signature of Headteacher:

ST JOHN & ST JAMES' CE PRIMARY SCHOOL



by the HLT January 2015



PERSON SPECIFICATION

SITE MANAGER

		Essential	Desirable
Qualifications, Knowledge and Experience	<p>N/SVQ Level 4/ NHD / Degree in relevant discipline or appropriate experience at senior level</p> <p>Experience of working as part of a team and supporting others in order to achieve a shared vision/goal.</p> <p>Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.</p> <p>Relevant experience of working in a similar role within a school or similar setting</p> <p>Experience of monitoring and liaising with contractors and suppliers</p> <p>Experience of current cleaning materials/methods/appliances and monitoring the quality of work undertaken by cleaning staff</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Knowledge & Communication	<p>An understanding of health & safety requirements of a school or other public institution</p> <p>To communicate clearly to all sections of the school community both verbally and in writing.</p> <p>Demonstrate knowledge of security methodology for both building and grounds without risking the health and safety of the school community.</p> <p>Full working knowledge of relevant policies / codes of practice / legislation</p> <p>Possesses effective verbal and written communication skills.</p> <p>Presents information and ideas clearly and uses communication appropriate to the audience.</p> <p>Utilises report writing skills to accurately reflect a situation through positive communication techniques.</p> <p>Able to demonstrate tact and diplomacy in communication.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

Skills	<p>D.I.Y. skills to undertake day to day repairs and maintenance of building, including a working knowledge and operation of the school heating system.</p> <p>Ability to assist in the training and induction of new cleaning and caretaking staff.</p> <p>Understanding of the principles of health & safety in a school environment including COSHE.</p> <p>Ability to manage own time effectively and demonstrate initiative including establishing procedures and prioritising own workload.</p> <p>Ability to adhere to working procedures and policies within the school environment.</p> <p>Ability to operate as part of a team or individually as required.</p> <p>Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment to undertake the duties of the post.</p> <p>Ability to carry out a range of administrative and computer based tasks, including stock taking and ordering.</p> <p>Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
---------------	--	--	--