

SITE MANAGER

Job Description

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| Salary | Grade 6 Scale Point 16-20: £24012- £25 991 pa pro rata |
| Hours | 35 hrs per week, Monday to Friday 10:30am- 6:30pm |
| Holidays | Holiday entitlement: 28 days, to be taken outside of term time |
| Reporting to | Headteacher and School Business Manager |
| Responsible for | Cleaning Team |

Job Purpose

To ensure that the site and grounds are maintained at all times in a safe, clean and healthy state for pupils, staff, visitors and other users of the site.

The Site Manager is expected to be a full participating member of the Warden Hill community and work closely with the Headteacher and School Business Manager to ensure high standards across the main responsibilities.

Main Responsibilities

- Security - To manage and ensure the security of the school premises at all times including opening and closing the school in the morning and evening respectively.
- Health and Safety - To ensure the site remains a safe environment at all times.
- Service, Site Maintenance and Repairs - To set the priority for maintenance and repairs and carry out any basic repairs. To ensure the building and grounds are in a safe condition. To ensure the lighting and heating of premises are functioning appropriately.
- Cleaning and Hygiene - To oversee the cleaning of the school and line manage the cleaners.
- Supervision - To oversee contractors working on site.
- Management and Administration - Negotiate the renewal and manage the arrangements of maintenance contracts for the school. To help manage the external lettings.

All of the above points should be carried out in accordance with the specifications of the Headteacher and the Governing Body.

Security

- Responsibility as first key holder for the site and liaise with the Security Company (Glevum) for associated call out duties on a 24-hour basis.
- Responsibility for the security of the buildings and their contents, including patrolling the school, opening and locking of gates and doors, ensuring that windows are locked and secure, ensure that security systems are activated accordingly.
- Notify the Police of any damage to the building, obtain a crime number and secure the building if necessary.
- Monitor on-site traffic, reporting any issues as necessary to school leadership.
- In conjunction with the school office, make sure all contractors wear the correct lanyard so that they are identifiable and challenge any unknown adult, who is not wearing one.
- Carry out daily perimeter checks and playground inspections for any hazards. Establish and maintain records of these for evidence.

Health and Safety

- To carry out regular health and safety checks.
- To carry out an annual inspection of the site and report any changes in the conditions, where asbestos has been identified to exist and report to the governing body.
- To check water temperatures and make records on a weekly basis ensuring that all legionella assessments are up-to-date
- To be responsible for Health and Safety at the school and to attend appropriate Health and Safety training courses when requested.
- To ensure Personal Protective Equipment (PPE) is used wherever there are risks to Health and Safety that cannot be adequately controlled in other ways.
- When on site ensure that areas involved with sickness are cleaned immediately and disinfected within a reasonable time scale, and ensure that cleaning staff are aware to carry out deep cleaning.
- Ensure that all equipment and machinery is in a safe working condition and properly stored when not in use, reporting any concerns about the condition of equipment to the School Business Manager as quickly as possible.
- Create and maintain a COSHH assessment file. When purchasing materials ensure that the manufacturer or supplier submits a safety data sheet.
- To ensure that assessments of all chemicals are requested and recommend safer alternatives as necessary.
- To manage the control, monitoring, ordering and safe storage of cleaning materials and supplies as necessary.
- Act as the designated SAMO for the school and be responsible for staff asbestos training and awareness.
- Ensure that the asbestos register is kept up to date and that all contractors are asked to review and sign before undertaking any duties.
- To test and record fire alarm systems and emergency lighting on a weekly basis.
- To undergo training in relation to Fire Warden Responsibilities, including examination, safe use and inspection of fire equipment.
- To be responsible for the production of the School's Fire Evacuation Plan and managing the termly fire drills.
- To maintain Risk Assessments and ensure they are kept up-to-date, making certain that all staff have signed to say they have seen, read and understood said Risk Assessments as required.
- To maintain the outside play equipment and Internal Gym equipment.
- To carry out snow clearing and gritting to ensure essential pathways are safe to use

Service, Site Maintenance and Repairs

- Oversee, with Headteacher and members of the governing body, the maintenance and development of the school site, buildings and utilities.
- To ensure maintenance, repairs and inspections of equipment are conducted in accordance with School Health and Safety regulations.
- To complete any minor repairs in the first instance before seeking further contractors.
- To oversee the contractual maintenance of the boiler and heating systems to ensure satisfactory operation, as well as carrying out daily checks.
- To carry out snow clearing and gritting to ensure essential pathways are safe to use.
- To keep school grounds and premises litter free, ensuring any hazardous materials or items are disposed of safely.
- To ensure the correct signs are on display e.g. exit, first aid signs, etc.
- Ensure that the premises are adequately heated and lit, appropriate to conditions.
- Take the necessary steps to ensure the most efficient operation and use of the lighting and heating of the premises including maintenance and operation of the plant.

- Read, record and report all utility meter readings as required by the Head Teacher.
- Arrange annual Portable Appliance Testing (PAT) and keep appropriate records.
- Undertake duties covering maintenance items and emergency repairs as agreed with the Headteacher, contacting and engaging contractors etc. for tasks requiring specialist skills and keeping relevant records.
- Undertake some external and internal redecoration to an agreed programme, possibly during the school holidays.
- Ensure replacement of fluorescent tubes, bulbs, shades, diffusers, starters etc. as required, using appropriate access equipment.
- Some additional grounds work, over and above that which is carried out by the grounds maintenance contractors.
- To ensure that playgrounds, paths and driveways are in a satisfactory condition, clear any snow and large puddles. Use salt on pathways when needed
- Deal with the results of vandalism, advising the Headteacher on any necessary preventative measures or repair work.
- General supervision of the playgrounds and open areas surrounding the premises.
- To remove the school playground of leaves, weed flower beds and remove any weeds from pathways.

Cleaning and Hygiene

- To oversee the cleaning of the school and line manage the cleaners.
- To delegate areas of responsibility to each cleaner and monitor the standard of cleaning.
- To oversee a deep clean once a year, usually during the summer holidays.
- To cover essential cleaning duties in the event of staff absence.
- To attend to emergencies during the day and clean areas, e.g. floods, spillages, sickness, etc.
- To ensure that all cleaning materials and paper supplies for the toilets are ordered are always available.
- Wash all cleaning buckets, dustpans and brushes each week. Also disinfect cloths and mops etc and replace them when necessary.
- To clean carpets each term (3x a year).
- Clean the school hall twice a week, polish each half term and varnish each.
- To ensure prevention / removal of vermin in consultation with external agencies if appropriate.
- To carry out high level cleaning including light fittings, shades etc. using appropriate access equipment.
- Arranging additional cleaning that is not covered by the cleaners employed by the schools. E.g. window cleaning.

Supervision

- Manage the cleaning team.
- Arrange for minor repairs and works to be carried out by contractors in consultation with the Headteacher.
- Act as Liaison Officer with Contractors and the School or external agencies as appropriate, regarding access to the site.
- To act as Liaison Officer with the contractors whilst they are on site, monitoring the progress of the work and assisting the School Manager in ensuring that work is carried out to the required standard, as appropriate.
- Liaise with and ensure that staff / contractors work within Health and Safety legislation ensuring safety of all persons using the school premises.
- Report any problems / concerns about the work of the staff / contractors on site to the Business Manager.
- Ensure all contractors have the necessary certification as required by the LA and School policy.

- Ensure all contractors complete and follow the necessary risk assessments as required by the LA.
- Assist the Business Manager in ensuring all contractors have suitable DBS clearance.

Management and Administration

- Be responsible, on an annual basis, for planning and managing a maintenance schedule in consultation with the Headteacher.
- Attend weekly planning meetings with Headteacher at which the priorities for the following week are identified.
- Respond to all reasonable requests as made by the Headteacher.
- Submit and follow up maintenance requisitions, only ordering materials within budget guidelines.
- Working alongside the Business Manager, to prepare works specifications, tender documentation, and bids for funding, as required to support project works.
- Maintain records of utilities, meter readings, health and safety, and all other scheduled maintenance checks etc.
- Liaise with contractors and other professionals as directed by the Business Manager.