

# Job Description

<b>Job Title</b>	<b>Site manager</b>
<b>Accountability</b>	<b>Headteacher</b>
<b>Salary grade</b>	<b>APT &amp; C Scale 3</b>

## 1. PURPOSE OF POST

To be responsible for the security, cleaning, appropriate safety checks and minor repairs and maintenance to the school premises, including all buildings, contents and services thereof, in compliance with all Health and Safety legislation.

## KEY AREAS

- 1 Security
- 2 Building operation
- 3 Defect repair
- 4 Contractor control
- 5 Cleaning work
- 6 Waste/pest control
- 7 Handling goods/equipment
- 8 Administration
- 9 Lettings
- 10 Health and Safety
- 11 Fire
- 12 Supervision
- 13 Training
- 14 General

### 1 SECURITY

- 1.1 Carry out security procedures in accordance with the school security policy for grounds, building and their contents
- 1.2 Carry out the routine and out-of-hours opening and closing of premises.
- 1.3 Ensure that school grounds are secured during the school day and are opened at appropriate times to enable parental access where required.
- 1.4 Be responsible for daily checks on the intruder alarm and maintenance of appropriate registers.
- 1.5 In conjunction with the Business Manager ensure that records and registers in relation to the buildings, assets and services are kept up to date.
- 1.6 Provide access to the premises in the event of any emergency situation and be one of the primary key-holders.
- 1.7 Regarding security duties, exercise your own judgement and never put yourself at risk.
- 1.8 Report any trespass on the premises, damage from intruders and unauthorised parking of vehicles.

### 2 BUILDING OPERATION

- 2.1 Opening and closing of the premises, facilities and grounds to meet the routine and non-routine requirements of the building occupants.
- 2.2 Assist the Headteacher in ensuring car-parking arrangements are adhered to.

- 2.3 Operate and monitor the heating system to maintain appropriate temperatures in line with the current Health and Safety Guidelines and ensure that economic settings are used during holiday periods / weekends.
- 2.4 Operate plant and equipment for the swimming pool, ensure correct temperature of the water, chemically treat water when necessary, cover and uncover pool, clean pool area weekly.
- 2.5 Carry out routine inspections of playground areas and outdoor equipment. Ensure appropriate records are kept including any remedial action taken.
- 2.6 Operate the water, electricity and heating systems to specified standards ensuring conservation measures are taken.
- 2.7 Liaise with contractors to ensure regular maintenance and repair of systems and equipment.

### **3 DEFECT REPAIR**

- 3.1 Identify and collate all known building and engineering minor defects and initiate action through the Business Manager.
- 3.2 Liaise and monitor the progress of defect rectification work with contractors to ensure that defects are repaired promptly within the required timescales.
- 3.3 Carry out emergency repairs to ensure building security as the need arises.
- 3.4 Carry out a range of minor repairs / maintenance tasks:  
Examples of maintenance tasks might include simple plumbing, visual checks and joinery works
- 3.5 Monitor the state of furniture throughout the school and carry out minor repairs to furniture if possible, otherwise report defects to Business Manager.
- 3.6 Undertake internal redecoration to an agreed programme, including during the school holidays.
- 3.7 Other minor “make do and mend” tasks to such things as floor covering, work surfaces, fences, gates, furniture etc. which may require nailing, screwing and or gluing type of skills
- 3.8 Supervise external contracts for repair, maintenance and improvements to fixtures and fittings.

### **4 CONTRACTOR CONTROL**

- 4.1 Direct contractors to site, ensure that their needs with respect to access, clear areas, availability of services, parking, plant positioning, security etc. are met to the mutual satisfaction of both contractors and the management of the school.
- 4.2 Ensure contractors are compliant with school health and safety documentation e.g. completion of VC01 form, knowledge of the PAMP (premises asbestos management plan).

### **5 CLEANING WORK**

- 5.1 Contribute to and implement an agreed schedule covering cleaning duties to the required standard.
- 5.2 Be responsible for the cleaning of areas of the school allocated to you as part of the overall cleaning schedule.
- 5.3 Perform occasional non routine cleaning tasks e.g.:
  - a) Window blinds.
  - b) Carpets.
  - c) Windows.
  - d) Internal and external surfaces of outer doors and partitions in entrance areas.
  - e) Projector filters
  - f) Polishing floor surfaces within school.
  - g) Any cleaning that could not be foreseen and planned on a routine basis.

- 5.4 Ensure that all external hard surface areas are free from weeds and litter as far as is reasonably practicable and ensure that drain gullies remain free flowing and clean.
- 5.5 Supervise the cleaners employed by school and monitor their performance to ensure that all relevant jobs are completed to a satisfactory standard.
- 5.6 Attend to emergencies during the school day and clean areas e.g. floods, spillages
- 5.7 In the absence of any of the cleaners perform their regular daily duties.

## **6 WASTE/PEST CONTROL**

- 6.1 Dispose of rubbish as instructed and ensure unimpeded access for refuse collectors to enable bins and containers to be emptied without hazard or hindrance.
- 6.2 Ensure that overnight, the bins are empty, and the building is clear of all collected rubbish. Report any sightings of vermin / pests to the Business Manager.

## **7 HANDLING GOODS/EQUIPMENT**

- 7.1 Ensure that adequate supplies of caretaking consumables are available and stored in a safe location.
- 7.2 Take delivery of and store as appropriate, stationery, materials and other goods.
- 7.3 Organise and assist in the movement of furniture / fittings in support of cleaning and in relocating furniture / fittings to enable individually specified activities to take place during normal building hours as specified and as required during periodic clean downs.
- 7.4 Ensure all caretaking equipment is in a safe and working condition and stored appropriately and safely. Report any faults.

## **8 ADMINISTRATION**

- 8.1 Assist in the maintenance of stock/inventory records.
- 8.2 Ensure that dangerous substances are stored and used safely in accordance with COSHH regulations.
- 8.3 In conjunction with the Business Manager ensure the following records are kept up to date:
  - a) Accident Book for cleaning staff.
  - b) COSHH information sheets and risk assessments for materials used.
  - c) Defect Register.
  - d) Machinery maintenance and operating logs.
  - e) Fire Register.
  - f) Premises Asbestos Management Plan (PAMP).
  - g) Premises risk assessments.
  - h) Other records as specifically directed by the Headteacher.

## **9 LETTINGS**

- 9.1 Prepare for after normal working hours activities, clearing and cleaning up after these activities and preparing these areas for normal use the following day.
- 9.2 Liaise with after school hirers of the premises with regard to health and safety, normal operating and emergency procedures, cleanliness and closing up procedures.

## **10 HEALTH AND SAFETY**

- 10.1 Ensure that all reasonable and practicable steps are made to secure the health, safety and welfare of all users of the school site.
- 10.2 Ensure that all equipment used by site staff is in a safe working condition.
- 10.3 Ensure access to first aid facilities, equipment and a telephone.
- 10.4 Ensure that employees of any contractor working on site comply with HASAW / COSHH regulations.
- 10.5 In the event of snow, frost or minor flooding or similar emergency situations ensure access to at least one entrance to the school is provided.
- 10.6 Gritting of the site in the event of ice or snow as per the gritting policy.
- 10.7 Monitor the Health and Safety Standards within the building with respect to such aspects as:-
  - a) Water temperatures
  - b) Unsafe fittings, fabric or furniture.
  - c) Maintaining access and egress routes.
  - d) Notices, e.g., Hazard warnings, Industrial notices, Emergency instructions are displayed, not damaged or obstructed.
  - e) Other aspects as may apply under Health and Safety legislation.

## **11 FIRE**

- 11.1 Ensure that firefighting equipment is fitted, accessible and regularly tested according to current regulations. Keep appropriate records.
- 11.2 Test the fire alarm system weekly, ensuring that any defects are dealt with and keep appropriate records.
- 11.3 Ensure that all escape routes are kept free from obstruction.
- 11.4 In conjunction with the Headteacher, organise the termly whole school fire evacuation practice and keep appropriate records.

## **12 SUPERVISION**

- 12.1 To have concern for all aspects of the cleaning staff welfare and to provide guidance and support. To seek guidance from the Business Manager on matters which you are unable to resolve.

## **13 TRAINING**

- 13.1 Attend Premises Manager training courses at the required intervals
- 13.2 Attend Pool Plant Management training.
- 13.3 Provide basic health and safety training to staff on such aspects as manual handling, lone working, working at heights etc.
- 13.4 Attend any further training courses identified by the Headteacher as appropriate to your role in school.

