



## Hutton All Saints' C.of E. Primary School

### Job Description and Person Specification

#### **SITE MANAGER**

Salary Scale: Band 3 to mid- point £17,140 - £19,403 (plus occasional overtime) Hours: 35 hours per week, split shift – early morning/late afternoon and occasional Saturdays. (Actual hours worked during school closure period to be negotiated with the Head Teacher dependent on school needs).

#### **JOB DESCRIPTION**

Responsible to: Head Teacher  
Line Manager: Finance Manager  
Supervises: Outside Contractors and Cleaners

#### **Main Purpose of the Job**

To be responsible for all aspects of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes security, cleanliness, portering, monitoring of contractors, routine maintenance and refurbishment, minor repairs, advising the Head Teacher/Finance Manager on suggested improvements to the general school environment and to carry out pre-planned maintenance programmes.

#### General Responsibilities

- To ensure that the management and maintenance of the school buildings and environment are effectively undertaken
- To attend regular meetings with Head Teacher and Finance Manager
- To be responsible for the implementation of daily health & safety routines of the site
- To undertake repairs and DIY projects
- To delegate tasks as appropriate to outside contractors, ensuring Health & Safety regulations are strictly adhered to, in support of Head Teacher/Finance Manager
- To ensure a clean, tidy and well maintained school environment ensuring that the site is maintained to a high standard.

#### Specific Responsibilities

#### **PREMISES MANAGEMENT**

- To monitor the day to day maintenance, repair and cleaning of the school
- To advise on a rolling programme of redecoration/refurbishment
- To order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes, including involvement in quotes and arranging/monitoring work undertaken.
- To advise in the preparation of documentation for tenders or specifications of small to medium projects/liase with school architects
- To develop appropriate monitoring procedures to ensure that the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies
- To carry out regular checks and inspections of the premises, equipment and grounds; keeping accurate records where appropriate

- To monitor work requests on the premises
- To liaise with the gardening contractor ensuring the school grounds are maintained to a high standard
- To ensure continuing personal professional development as appropriate

## SECURITY

- To be responsible for the security of the premises, liaising with the Alarm Company
- To be responsible for unlocking and locking up the school during term time and during school closure periods.
  - To ensure that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly
  - To check, at least weekly all perimeter fences, security devices, fire appliances, CCTV systems and alarms
  - To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results recorded
  - To monitor, report and advise on all security matters
  - To be aware of all out of hours activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.
  - To act as main key holder for the school on call-outs

## GENERAL SITE DUTIES

- To set and monitor the school heating and hot water systems
- To take energy readings as required
- To ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse and recycling, disinfecting bins, ensuring toilets checked daily for fresh supply of disposables
- To monitor that the main school hall floors are kept clean and polished, cleaning when necessary
  - To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and health and safety regulations are met.
  - To maintain all C.O.S.H.H records
  - To provide a portorage and furniture/equipment/materials moving service as required in order that school activities can proceed and that the entrance of the schools are always clear and welcoming
  - To ensure that orders received into school are delivered to the appropriate area / person as necessary
- To ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, air conditioning units, fire- fighting equipment etc, and results recorded
  - To ensure light bulbs, fluorescent tubes and starter switches etc. are changed as necessary and fittings and shades are cleaned regularly
  - To facilitate PAT testing and keep accurate inventory records of portable electronic appliances
  - To ensure all indoor and outdoor plants are adequately watered during school closure periods and specific flower beds/pots are maintained
  - To undertake minor window cleaning as required
- To collect and dispose of all waste, refuse and surplus materials

- To clear up bodily fluids after accidents adhering to health & safety procedures
- To carry out daily, monthly and annual deep cleaning to designated areas of the schools
- To carry out emergency cleaning if required
- To ensure all hard surface areas and paths are clear of litter, leaves, mud and snow and ensure all gullies and drains are free flowing.
- To ensure that all external steps are clearly edged

#### HEALTH & SAFETY

- To ensure that all working practices comply with current legislation including Safeguarding
- To provide safe access to the school in the event of snow, ice or flooding
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc.
- All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the School's Health & Safety Policy and Procedures
- Inspect Playground Equipment and Report on its safety/suitability
- Attend appropriate training in order to complete Health and Safety checks.

#### ADMINISTRATION

- To place orders, via the school office, for items of housekeeping ensuring stock levels are maintained
- To contribute to the schools' inventory records
- To order repairs and maintenance items in liaison with the Finance Manager
- To maintain a log of all inspections and checks carried out
- To establish and maintain a list of repairs / improvements
- To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept
- To ensure mechanical equipment and ladders are inspected prior to each use
- To ensure power tools are inspected before use and are PAT tested as required
- To assist with obtaining tenders and quotes
- To carry out regular H&S inspections and Risk Assessments on his/her own and with the Health and Safety Governor/Staff

To carry out other duties of a similar nature from time to time as may be required by the Senior Leadership Team