

JOB DESCRIPTION

Job Title:	Site Manager
Terms and Conditions	<p>40 hours per week - weekend work is not normally required.</p> <p>Annual leave – weeks are dependent upon years of service, plus statutory holidays.</p> <p>Holidays may only be taken during school holidays and must be put forward for approval to the Headteacher.</p> <p>To be a nominated key holder in the case of an emergency. If called out to the school outside of normal working hours you will receive a call out payment.</p>
Hours:	<p>Ideally, the working week will be arranged around split shifts as follows</p> <p>Monday to Friday</p> <p><i>This is negotiable for the right candidate</i></p> <p>Overtime is payable only when agreed with the Head teacher in advance and when necessary to adequately fulfil the requirements of the role.</p>
Location:	St Philip Westbrook C of E Aided Primary School
Salary:	Grade 6
Reports to:	Headteacher

OVERALL PURPOSE OF THE JOB

The post holder will be responsible for the security of both the premises and their contents (as a registered key holder) and ensure health and safety standards are followed, as well as:

- Promoting and safeguarding the welfare of children and young people
- Ensuring that lighting and heating systems are in good working order
- Monitoring the consumption of gas, electricity and water
- Cleaning designated areas and monitoring cleaning team on a daily basis
- Undertaking minor repairs and portage duties
- Supervising all contractors on site, advising the Headteacher of their presence and ensuring that they follow the signing-in process and safe systems of working
- Completing site maintenance daily/weekly/monthly checklists timely and accurately

- Applying basic computer knowledge and administrative processes to ensure efficient maintenance of the whole site including exterior perimeter

The tasks specified in this profile must take priority above any other tasks

CONTEXT

The post holder will work with the Headteacher, School Business Manager, teaching and support staff, service providers, community and external contractors to maintain and improve the school site.

MAIN ELEMENTS OF ROLE

The post holder must carry out the duties with full regard to the staff handbook and statutory policies of St Philip Westbrook Church of England Aided Primary School.

1 Security of the School Premises

- To be responsible for opening and closing the building and setting the school intruder alarm system (all year round), including out of normal working hours (ie, evenings and weekends), making sure that the premises are vacated before securing
- To ensure the building is secure (main doors, windows, gates and outside stores) and intruder and fire alarms are set and working before leaving the premises
- To act as key holder for the building in the event of an emergency call-out by the contracted security company outside normal working hours
- To be responsible for boarding up windows and doors if vandalism occurs
- To ensure, as far as is reasonably practicable, the identification of all persons entering the building
- Daily site inspections to ensure safety and security of all areas of the school.

2 Cleaning Duties

- To organise and carry out portaging and cleaning duties (including the moving and setting up and taking down of furniture where appropriate), ensuring the most efficient use of resources
- To ensure that all toilets in school are cleaned daily to a high standard of cleanliness by the cleaning team
- To ensure all bins (internal, external and paper recycling bins) are emptied regularly

- To regularly remove litter and debris from around the school premises (including grounds)
- To monitor cleaning staff, ensuring work is carried out efficiently throughout the year and that there is adequate cover for cleaning staff in the event of absence
- To ensure that cleaning staff are made familiar with the building and the location of all cleaning and refuse resources
- To clean internal window blinds and ensure internal and external PVC windows and doors are cleaned periodically
- Daily monitoring of toilet paper, paper towel and soap dispensers ensuring they are kept full at all times
- To keep all cleaning equipment in a clean working condition and store material in a safe, secure and tidy fashion including the storage of material covered by the COSHH regulations
- To ensure that areas where hands come into frequent contact are cleaned and sanitised regularly, such as door handles
- To carry out deep cleaning of all areas of school during school holidays including the school hall; this may change with school needs

3 General Maintenance

- To carry out repairs within the building under the direction of the headteacher (not requiring specialist knowledge or training)
- To ensure the provision of heating and lighting to the school, including the replacement of bulbs and tubes
- To ensure heating systems maintain adequate temperature throughout the school
- In liaison with the Business Manager, to discuss with contractors and monitor the periodic provision of maintenance services to the school for boilers, blending valves, water systems (legionella risk assessment), alarms, emergency lighting, fire extinguishers, PE equipment, security shutters and electronic equipment (PAT (Portable Appliance Testing)), ensuring specified standards are achieved
- To ensure drains and gullies are tidy and free from litter on a regular basis.
- To remove snow and ice from entrances, pathways and playgrounds and ensure they are safe for pupils, parents, staff and visitors to access school
- Organise maintenance work and general repairs.

4 Health and Safety

- To undertake training or refresher training in statutory Health and Safety requirements
- To maintain and monitor health and safety standards, reporting any failures to comply with the school's statutory obligations in this area and to ensure that contractors' work meets health and safety regulations (including legionella requirements)
- Monitor hot and cold water temperatures in outlets throughout the school
- Regularly running 'infrequently used' water outlets
- Regularly checking fire exit door mechanisms, ensuring they are operational
- Regularly checking emergency lighting is operational
- Regularly checking fire extinguishers are charged and safe to use
- To act as Fire Warden and assist with regular school fire drills and recommending improvements where necessary
- Ensuring that all recommendations arising from health and safety audits, water risk assessments and regular maintenance inspections are acted upon – under the supervision of the headteacher and the business manager
- Take part in Health & Safety Inspections, ensuring all documentation is up to date and available
- To keep all caretaking cleaning equipment in a clean and safe condition and ensure safe use of the equipment
- To ensure the safe use of all cleaning equipment
- To inspect plant rooms, ensuring systems are operating efficiently and ensure that no items are stored in the plant room.
- To ensure cleaning staff are able to carry out their duties safely and with full regard to health and safety requirements
- To attend training as and when required to enable the post holder to carry out his or her duties safely and effectively
- To lock pupil gates each morning and open each afternoon following our safeguarding procedures
- To secure car park each morning with cones and barriers

5 Stock Control

- To order and maintain regular supplies of cleaning materials and equipment in agreement with the Headteacher
- To replenish caretaking consumables (paper towels, soap, toilet rolls, etc) and to ensure stocks are held securely for use in school
- To ensure best value and report possible efficiency savings to the School Business Manager
- To ensure all stocks are properly issued as and when required

6 Grounds Maintenance

- To carry out general weeding and pruning of shrubs around the school premises, including borders, pathways and perimeter fencing
- Ensure that all outside areas of the School are maintained to the highest possible standards

7 Customer Care

- To treat pupils, parents, staff, visitors and contractors with care, consideration and courtesy, in accordance with the school ethos and values
- To present high standards of personal appearance, in accordance with the school's ethos and values
- To promote a favourable image of St Philip Westbrook C of E Aided Primary School to all building users in all aspects of the Site Manager's role

8 Miscellaneous

- Practise the requirements of the Health and Safety at Work Act 1974 and COSHH Regulations take responsibility for ensuring that work is undertaken in such a manner as to ensure the health, safety and welfare of themselves and others. This should be done by ensuring that work is undertaken in accordance with instructions and training received and by reporting any area posing a potential health and safety concern
- Deposit cash and cheques to the bank when required.
- Supervise and monitor the work of the School Caretaker
- To carry out other duties appertaining to the use of the premises as may be necessary from time to time in accordance with the reasonable requirements of the Headteacher
- To carry out all duties with due regard to confidentiality and data protection regulations

- The post holder and all members of staff are responsible for safeguarding and promoting the welfare of children and/or vulnerable adults.

The duties and responsibilities outlined above do not represent a full list of the tasks the post holder will be expected to perform. It is also recognised that the duties of all posts are subject to change from time to time. Alterations to duties and responsibilities and performance of similar tasks within the scope of and at the same level will be expected. It is expected that this job description will be regularly reviewed by the post holder and his/her manager. These discussions will normally take place during the annual Performance Management Review.

Signed to indicate agreement..... [Post-holder] Date.....

Signed [Manager] Date

List of maintenance and minor repairs which could reasonably be undertaken by the post holder:

Maintenance:

External

- Clean out rainwater gullies and road gullies (within school site).
- Oil and grease school gates as required.
- Picking of litter in planted areas and hedge rows when required.
- Regular sweeping of pathways.

Internal

- Monitoring of cleaning by contractor.
- Cleaning of PE equipment when required.
- Carry out decorating, refurbishment or repair to school fixtures and fittings.
- Porterage duties including tables, fixtures, fitting, furniture and any other reasonable requests
- Ability to work at heights using ladders.

Minor Repairs

- Replace tap washers and pipes to sanitary fittings.
- Replace waste plugs and chains.
- Clean cut waste traps and chemical diluters in line with WBC Health and Safety guidelines.
- Clean out waste pipes and grease traps as required.
- Fill holes or depressions in plastered walls.
- Refix door ironmongery as required.
- Refix window ironmongery as required.
- Refix small items of ironmongery, e.g. toilet roll holders, notices etc.
- Remove graffiti as required.
- Replace and reposition suspended ceiling panels as required.
- Ensure self-close doors operate and adjust as necessary.
- Minor repairs to furniture.

Engineering

- Replace light tubes and starters.
- Clean out filters to systemisers.
- Clean filters to air heaters.
- Replace filters to air heaters as required.
- Set time clocks as required.
- Set optimisers.
- Check setting of thermostats.
- Change over heating and hot water pumps as required.
- Oil and grease heating equipment, e.g. pumps as required.

- Bleeding radiators as required.