

SCHOOL PREMISES STAFF (CARETAKING, FACILITIES MANAGER, SITE SUPERVISION & CLEANING)

LEVEL 4

Support the headteacher/bursar by taking responsibility for management of the school site and associated facilities under an agreed system of supervision, taking responsibility for the management and development of specialist site services within the school. Manage other site staff including allocation and monitoring of work and performance appraisal. Oversee external contractors working on site.

TASKS

- Manage specialist premises function
- Undertake risk assessment of security risks to the school (grounds, premises and contents) including vandalism/arson
- Allocation and monitoring of work
- Operate as part of management team, involved in planning, budget responsibilities
- Lead on discrete areas within an agreed system of supervision
- Manage maintenance, security and facilities systems on school sites and premises
- Contribute to the planning, development and monitoring of premises services and supervision, training and appraisal of caretaking/cleaning staff and contractors
- Arrange for regular security checks to be undertaken and advise on how security risks can be minimised
- Manage fire safety equipment provision and scheduling of fire drills
- Manage provision of alarm systems, CCTV or surveillance equipment where appropriate
- Liaise with police, security and surveillance contractors
- Oversee the activities of external contractors on-site and monitor and report on associated budgets
- Make arrangements for effective response to emergency call out

Maintenance

- Arrange service and maintenance tenders
- Manage routine maintenance, repair schedules and specialist repairs
- Supervise maintenance contractors and undertake regular site inspections
- Identify defects and record repair and maintenance requirements
- Ensure that heating and lighting systems are maintained and operated
- Provide emergency access to the school site
- Undertake specialist cleaning tasks
- Coordinate deliveries to the school site
- Monitor performance of service contractors and record performance against specified standards
- Undertake budget monitoring & prepare costed plans for repairs/maintenance and building activities as required
- Commission the maintenance and upkeep of specialist sports equipment

KEY ACTIVITIES – RESOURCES

- Take a lead role in planning, development and organisation of systems/procedures/policies
- Manage records, information and data, producing analysis and reports
- Be responsible for creation and maintenance of purposeful, orderly and productive working environment
- Be responsible for timely and accurate preparation and use of specialist equipment/resources/materials
- Promote and ensure the health and safety of pupils, staff & visitors at all times

KEY ACTIVITIES – ORGANISATION & MANAGERIAL

- Be responsible for ensuring the maintenance/quality/safety of specialist equipment
- Demonstrate and assist in the safe and effective use of specialist equipment/materials
- Provide highly specialist advice and guidance as required
- Be responsible for the selection and management of resources, including management of a budget and regular audit of resources
- Management and supervision of lettings including premises, lettings and associated income, building and projects etc.
- Manage Health & Safety risk assessments and dissemination and compliance with health and safety policies and procedures

Management responsibilities

- Manage a team of in-house site and cleaning support staff
- Liaise with outside contractors such as cleaning, catering and grounds maintenance
- Take a lead role in recruiting site and cleaning staff & in managing associated employment procedures
- Liaise between manager, headteacher, support staff, and governors
- Attend all appropriate meetings e.g. Site and Buildings or Health & Safety Committee, as instructed by the headteacher
- Hold regular team meetings with managed staff
- Represent managed support staff at teaching staff/management/other appropriate meetings
- Undertake induction/appraisal/training/mentoring for other staff

RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Recognise own strengths and areas of expertise and use these to advise and support others
- Ensure compliance by self and others with all health and safety policies and procedures
- Ensure safe use by self and others of equipment and materials
- Establish constructive relationships and communication with contractors and other agencies/professionals
- Attend and participate in regular meetings
- Recognise own strengths and areas of expertise and use these to advise and support others
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Prepare specification for contracts for tender

Experience	<ul style="list-style-type: none"> • Several years experience working in a relevant discipline i.e. Senior caretaking/site keeping experience in a school or similar environment • Management/supervisory experience
Qualifications/ Training	<ul style="list-style-type: none"> • N/SVQ Level 4 / NHD/Degree in relevant discipline or appropriate experience at senior level • Good literacy and numeracy skills to Level 2
Knowledge/Skills	<ul style="list-style-type: none"> • Effective use of ICT • Use of appropriate specialist equipment/resources • Full working knowledge of relevant policies/codes of practice/legislation • Knowledge of health and safety procedures and precautions • Knowledge of COSHH regulations • Awareness of health and hygiene procedures • Willingness to participate in development and training opportunities • Managerial skills • Knowledge of moving and handling procedures • Ability to organise, lead and motivate a team • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults