



## **JOB DESCRIPTION – SITE MANAGER**

**Responsible to:** Executive Headteacher and School Business Manager

**Line Manager:** School Business Manager

### **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, portage, monitoring contracts/contractors, routine maintenance and refurbishment, minor repairs, advising the School Business Manager/Executive Headteacher on suggested improvements to the general school environment, to improve the productivity of site management and to carry out pre-planned maintenance programmes.

### **General duties**

- To ensure that the management and maintenance of the school buildings and environment are effectively undertaken
- To be responsible for the health and safety of the site
- To undertake minor repairs and DIY projects
- To create and maintain an effective premises team ensuring that the changing needs of the school are met through training and development of the premises staff
- To delegate tasks as appropriate to other site staff or outside contractors, ensuring Health and Safety regulations are strictly adhered to.
- To monitor the performance of the cleaners, to ensure a clean, tidy and well maintained school environment

### **Specific Responsibilities**

#### **PREMISES MANAGEMENT**

- To monitor the day to day maintenance, repair and cleaning of the school
- In conjunction with the School Business Manager (SBM)/Executive Headteacher to monitor the day to day maintenance and repair budget and the cleaning materials budget
- 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. To assist the SBM/Executive Headteacher to prepare documentation for tenders or specifications of small to medium projects
- 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 manual records where appropriate
- To monitor work requests, ensuring that day to day maintenance tasks and requests for minor works are undertaken as expediently as possible and actions recorded in a timely manner



- To ensure the school grounds and site are maintained to a high standard

#### **SECURITY**

- To be responsible for the security of the premises, liaising with London Borough of Redbridge Security/Police and other emergency services in this respect as necessary
- To be responsible for the unlocking and locking up of the school during term time 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 the SBM/Executive Headteacher on all security matters
- To be aware of all out of hour's 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
- To ensure that unauthorised parking of vehicles does not occur on the school site

#### **GENERAL SITE DUTIES**

- To ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets checked daily for fresh supply of disposables etc.
- To ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards
- To ensure the main school halls' floors are kept clean
- To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met.
- To manage the provision of a manual handling and furniture moving service as required in order that school activities can proceed and that the entrance of the school is 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, firefighting equipment, lightning conductors 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 set and monitor the school heating and hot water systems
- To ensure all outdoor planting is adequately watered during school closure periods
- To ensure that the fridges are cleaned half termly and out of date food thrown away
- To undertake minor window cleaning as required
- To collect and dispose of all waste, refuse and surplus materials
- To undertake cleaning duties as directed and when necessary.
- To clear up bodily fluids after accidents adhering to health and safety procedures
- To perform the summer cleaning of the chairs and tables in both halls
- To carry out emergency cleaning if required

#### **HEALTH & SAFETY**

- To ensure that all working practices for the premises team comply with current legislation
- 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 and Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the School's Health and Safety Policy and Procedures

#### **FIRE PRECAUTIONS**

- Check alarm system, activators and bells on regular weekly basis in accordance with procedures.
- Keep effective records of standard fire tests.
- Check fire appliances and report defects to the School Business Manager and or to the company responsible for Fire Maintenance.
- Ensure that fire doors, escapes and exit routes are left unobstructed and in good order.
- Participate in regular termly fire drills and evacuations in liaison with the School Business Manager

#### **ADMINISTRATION**

- Maintain the school's equipment and plant inventory
- Place orders, via the school office, for items of housekeeping ensuring stock levels are maintained
- Order repairs and maintenance items in liaison with the SBM
- Maintain both paper and electronic logs, of all inspections and checks carried out
- Establish and maintain a list of repairs / improvements
- Make prompt and effective use of defects / repairs log



- Establish and maintain an audit of all tools and equipment, their state of repair and where they are kept
- Maintain all tools and equipment in good repair and arrange for the training of members of the Premises Team on their safe use
- Ensure mechanical equipment is inspected prior to each use
- Ensure power tools are inspected before use and are PAT tested as required
- Assist the SBM with obtaining tenders and quotes
- Carry out regular Health and Safety inspections and Risk Assessments independently and with the SBM
- To report team members absence to the SBM
- To carry out other duties of a similar nature from time to time as may be required by the Upper Leadership Team

#### **Support for the School**

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the appropriate person
- To recognise own strengths and areas of specialist expertise and use these to advise and support others
- To support the School's mission statement, vision and strategic objectives
- To be responsible for promoting and safeguarding the welfare of children and young persons that the post holder is responsible for or comes into contact with.

#### **Equal Opportunities**

- The member of staff will at all times carry out the duties and responsibilities of the post with due regard to the school's equal opportunities policies.

#### **Confidentiality**

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Gordon Primary School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation

#### **General Data Protection Regulation (GDPR)**

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the GDPR May 2018.