



## St Mary's Catholic Primary School

### Site Manager – Job Description

Salary Scale: Level 5-6

Hours: 36 hours per week fulltime. 7:45am – 5:00pm (7:45am -11am/1:00pm - 5:00pm) 2 hour unpaid break during term time.

Actual hours worked during school closure period to be negotiated with the Headteacher and School Business Manager dependent on school needs.

#### **Job Description**

Responsible to: School Business Manager and Headteacher

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, managing resources, cleanliness, portering, monitoring contracts/contractors, routine maintenance and refurbishment, minor repairs, advising the School Business Manager/Headteacher on suggested improvements to the general school environment, to improve the productivity of site management and to carry out pre-planned maintenance programmes. To ensure caretaking duties and monitoring activities are undertaken in accordance with Health and Safety Legislation.

#### **General Responsibilities**

- Contribute to the overall ethos of the school
- 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 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 & Safety regulations are strictly adhered to
- To monitor the performance of the cleaning contractor and liaise with the area manager to ensure a clean, tidy and well maintained school environment
- To oversee contractors on-site
- To attend necessary training e.g. Health and Safety, Safeguarding, etc.

### **Premises Management**

- To monitor the day to day maintenance, repair and cleaning of the school
- In conjunction with the School Business Manager /Headteacher to monitor the day to day maintenance and repair
- To attend the Governors' Health and Safety walks each term
- To advise on a rolling programme of redecoration/refurbishment
- To order and supervise repairs in liaising with the School Business Manager /Headteacher for small maintenance contracts and improvement schemes
- 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 monitor work requests on the premises housekeeping software 'Every' 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 instruct and supervise the gardening contractor ensuring the school grounds are maintained to a high standard

### **Security**

- To be responsible for the security of the premises on a daily basis
- To be responsible for unlocking and locking up the school as and when needed
- 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 monthly, 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 School Business Manager/Headteacher 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 when necessary
- 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 on a monthly basis and to log onto the online system
- 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 hall floors are kept clean and polished

- To ensure that all tools and cleaning products are stored correctly and not accessible by pupils and that hygiene standards and regulations are met
- To manage the provision of a portering 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, firefighting equipment, lighting 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 maintain stage and drama equipment, including stage lighting
- To carry out PAT testing and keep accurate records
- To ensure all indoor and outdoor plants are adequately watered during school closure periods
- To ensure that playground bins are emptied and cleaned
- To clean the milk fridge on a monthly basis
- To collect and dispose of all waste, refuse and surplus materials
- To clear up bodily fluids after accidents adhering to health and safety procedures
- To carry out emergency cleaning if required

### **Health and Safety**

- To ensure that all working practices for the site Manager 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

### **Administration**

- To place orders, via the school office, for items of housekeeping ensuring stock levels are maintained
- To order repairs and maintenance items in liaison with the School Business Manager
- To maintain a log on 'Every', of all inspections and checks carried out
- To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept
- To maintain all tools and equipment in good repair
- To ensure mechanical equipment is inspected prior to each use
- To ensure power tools are inspected before use and are PAT tested as required
- To carry out regular Health and Safety and Risk Assessments on his /her own and with the School Business Manager

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

**Arrangements for appraisal of performance:**

The role of the Teaching Assistant will be monitored through the school's performance management programme and by members of the SLT.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_