**LYNDHURST COMMUNITY PRIMARY SCHOOL**

JOB DESCRIPTION

SITE MANAGER

Responsible to: Headteacher and School Business Manager

**General Principles:**

The Site Manager is responsible for ensuring that the premises and grounds of the school are maintained at the highest possible level of cleanliness and appearance. The Site Manager will be expected to take such initiatives as may be required to achieve this, including regular close inspection of the buildings.

The Site Manager is expected to be a fully participating member of the Lyndhurst School Community, and support the children and staff of the school in events and activities within the school as appropriate.

The Site Manager is responsible either for personally carrying out the duties below, or to liaise with the School Business Manager regarding major works.

The Site Manager will attend regular meetings of the Premises Committee and the Health & Safety Committee.

**Main activities and responsibilities:**

The Site Manager must ensure attendance on site throughout his/her period of duty and be easily contactable.

The Site Manager is responsible for carrying out the duties below:

**Management and Administration**

* Be responsible, on an annual basis, for planning and managing a maintenance schedule in consultation with the School Business Manager
* Attend regular planning meetings with School Business Manager at which the priorities are identified
* Respond to all reasonable requests as made by the Headteacher and School Business Manager
* Submit and follow up maintenance requisitions, only ordering materials within budget guidelines
* Working alongside the School Business Manager, to prepare works specifications, tender documentation, and bids for funding, as required to support project works
* Maintain records of utilities, meter readings, health and safety, and all other scheduled maintenance checks etc.
* Liaise with contractors and other professionals as directed by the Headteacher and School Business Manager

**Health and Safety**

* To carry out regular Health and Safety checks
* In conjunction with a member of the governing body and the Headteacher, regularly carry out a risk assessment of the site and keep appropriate records
* Carry out regular Emergency Evacuation Practices and keep appropriate records
* Test the fire alarm system weekly, ensuring that any defects are dealt with and keep appropriate records
* Ensure that all escape routes and potentially hazardous areas are kept free from obstruction
* Ensure that all fire-fighting equipment is located, tested and results recorded, as regulations require
* Ensure that inflammable materials for use around the site are safely stored and advice is given on the storage of combustible materials
* Ensure that dangerous substances and equipment are used and stored safely, in accordance with COSHH regulations
* Inform the Headteacher and/or School Business Manager of any changes that are required to the COSHH inventory
* Checking and maintaining the play area and outdoor equipment
* Organising removal of rubbish from the site as and when necessary – including weekly litter picking
* Gritting of premises in icy weather as per the Health and Safety Policy
* Ensure appropriate Legionella checks are carried out and recorded

**Security**

* As a key holder, to attend to all matters relating to the alarm system and key holder information. Opening and closing the school each day; disarming the alarm system; securing the school, including windows, exit doors and gates; re-arming the alarm system
* In partnership with all other members of staff, maintain the security of the school site by being vigilant re: strangers, and reporting any concerns to the Headteacher and/or School Business Manager. Ensure that the Office staff are aware of persons working on the site
* To be the first key holder and respond to emergencies out of school hours.
* Key-cutting control as directed by the Headteacher and/or School Business Manager.

**Services, Maintenance and Repairs**

* Oversee, with Headteacher and members of the governing body, the maintenance and development of the school site, buildings and utilities
* Ensure maintenance, repairs and inspections of equipment are conducted in accordance with School Health and Safety regulations
* Ensure the correct signs are on display e.g. exit, first aid signs, etc
* Ensure that the premises are adequately heated and lit, appropriate to conditions. Take the necessary steps to ensure the most efficient operation and use of the lighting and heating of the premises including maintenance and operation of the plant
* Undertake duties covering maintenance items and emergency repairs as agreed with the Headteacher, contacting and engaging contractors etc. for tasks requiring specialist skills and keeping relevant records
* Undertake some external and internal redecoration to an agreed programme, possibly during the school holidays
* Ensure replacement of fluorescent tubes, bulbs, shades, diffusers, starters etc. as required, using appropriate access equipment
* Some additional grounds work, over and above that which is carried out by the grounds maintenance contractors
* To ensure that playgrounds, paths and carpark are in a satisfactory condition, clear any snow and large puddles. Use salt on pathways when needed
* Deal with the results of vandalism, advising the Headteacher on any necessary preventative measures or repair work
* Remove any graffiti where possible from all areas
* General supervision of the playgrounds and open areas surrounding the premises
* Weed flower beds and remove any weeds from pathways

**Supervision of Staff / Contractors**

* Liaise with School Business Manager for minor repairs and works to be carried out by contractors
* Act as Liaison Officer with Contractors and the School or external agencies as appropriate, regarding access to the site
* To act as Liaison Officer with the contractors whilst they are on site, monitoring the progress of the work and assisting the School Business Manager in ensuring that work is carried out to the required standard, as appropriate
* Liaise with and ensure that staff / contractors work within Health and Safety legislation ensuring safety of all persons using the school premises
* Report any problems / concerns about the work of the staff / contractors on site to the School Business Manager
* Ensure all contractors have the necessary certification as required by the LA and School policy
* Ensure all contractors complete and follow the necessary risk assessments as required by the LA
* Ensure all contractors have suitable DBS clearance

**Cleaning and Hygiene**

* To cover essential cleaning duties in the event of staff absence
* To oversee the standard of cleaning throughout the buildings and report to the School Business Manager
* To attend to emergencies during the day and clean areas, e.g. floods, spillages, sickness, etc.
* To ensure prevention/ removal of vermin in consultation with external agencies if appropriate
* To carry out high level cleaning including light fittings, shades etc using appropriate access equipment
* Arranging additional cleaning that is not covered by the cleaners employed by the schools. E.g. window cleaning
* Clean the school hall twice a week, polish each half term and varnish each summer holiday.

**Porterage**

* Move furniture and equipment as necessary / required in accordance with the principles of manual handling, sometimes with the help of mechanical aids e.g. trolley
* During work hours, put out / put away apparatus, staging and equipment as required, according to the weekly timetable (e.g. assembly, performances, PE, meetings etc.)
* Help with porterage of deliveries to the site as appropriate, during on-site times

**Training**

* To undertake training/attend courses as appropriate to carry out caretaking duties in a safe and efficient manner
* Attend all appropriate Health and Safety training needed

**Lettings**

If additional hours are required to cover lettings, these will be paid at the overtime rate.

* Prepare the required accommodation in accordance with the Lettings Policy
* Ensure the security and cleanliness of the site on completion of the letting
* Ensuring the hirer complies with the terms of the Lettings Policy.

A detailed description of the many tasks that a Site Manager could be asked to do is prohibitive.

**LYNDHURST COMMUNITY PRIMARY SCHOOL**

JOB SPECIFICATION

SITE MANAGER

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Experience** | * Experience of working alongside people as part of a team * An understanding that the needs and safety of the children and staff are of prime concern * Work effectively both independently and as part of a team * An awareness of the need for strict hygiene and cleaning standards | * Experience of primary school site management * Working in a school environment/site management |
| **Qualifications** | * Basic training and/or sound experience in one or more of the following: general maintenance, plumbing, electrical/building maintenance, heating systems, grounds work * Computer literate with good working knowledge of ICT including using the internet and Microsoft office suite | * Have worked in an environment using similar skills * Experience or expertise in DIY * Relevant qualification or training in First Aid and/or Health and Safety |
| **Skills & Abilities** | * Good organisational skills * Ability to prioritise, plan, schedule and meet deadlines and evaluate work * Ability to be proactive and work on own initiative and manage own workload, within a budget * Some evidence of administration skills e.g. record keeping, time sheets etc.      * Knowledge and experience of Health and Safety regulations * Commitment to the security and wellbeing of the school * A willingness to undertake as necessary training in all aspects of the job including health and safety * Good written and verbal communication skills * Ability to drive and hold a clean driving licence * Ability to carry out minor DIY work | * Experience of security systems * An understanding of committee and meetings procedures |
| **Personal qualities and attitudes** | * Enthusiasm * Demonstrates excellent social skills * Sense of humour * Flexibility * To be a proactive member of the school community * Hard-working * Common sense and initiative * Ability and commitment to contribute fully to the tasks in school * To uphold the ethos of our school |  |
| **Physical Requirements** | * Fit and able to carry out duties      * Ability to work at high levels with appropriate equipment * Ability to deal with some manual handling |  |