

ROCHDALE BOROUGH COUNCIL

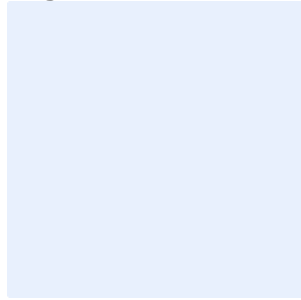
SCHOOL: St Gabriel's RC Primary School

JOB DESCRIPTION

Job Title:	Site Manager (Level 1)
Grade:	Grade 5 (SCP) 22-25
Responsible to:	Headteacher
Responsible for:	School Cleaning Staff
Hours of Duty:	6.30 am – 10.30 am and 2.30 pm to 6.00 pm (Mon – Thurs) 6.30 am – 10.00 am and 2.30 pm to 6.00 pm (Fri)
Any Special Conditions of Service:	<ul style="list-style-type: none">• The Postholder may be required to attend evening and weekend meetings• The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school.• Annual leave will be approved in accordance with the needs of the school and should be taken during school holiday periods• The ability to converse at ease with customers and service users and provide advice in accurate spoken English.
Values and Behaviours	<ul style="list-style-type: none">➤ Approach the job at all times using the values set out in the Rochdale Way:<ul style="list-style-type: none">• Valuing our people• Focusing on customers• Acting with integrity• Using time and money wisely• Working together• Always learning and improving➤ Be aware of and apply the Rochdale Way behaviours at all times.
DBS Disclosure Level:	Enhanced

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Organisational Chart:



PURPOSE AND OBJECTIVES OF THE JOB

To be responsible for the security, maintenance and cleaning of the school.

CONTROL OF RESOURCES

Personnel

To be responsible for the direction, support and motivation of self and any staff under postholder's control.

Financial

To work in accordance with Financial Regulations and procedures of the School.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

To adhere to the School's rules and regulations relating to the use of ICT, email and intranet/internet access.

Health/Safety/Welfare

Responsible for the health, safety and welfare of self and colleagues in accordance with Authority/School's Health and Safety policies and procedures and current legislation.

Equality and Diversity

To work in accordance with the Authority's/School's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the School's arrangement.

Relationships (Internal and External)

- Internal:**
1. School staff.
 2. Senior managers.
 3. Governors.
 4. Volunteers
 5. Pupils.
 6. Users of the School.

- External:**
1. Parents/Carers.
 2. Staff in other schools and within the LA.
 3. Suppliers of equipment and services.

RESPONSIBILITIES:

Site Manager (Level 1) March 2017

The postholder must:

1. Perform his/her duties in accordance with the Authority's/School's Equality and Diversity Policy.
2. Ensure that the Authority's/School's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

PRINCIPAL DUTIES

1. To ensure that the school and its grounds are maintained as an attractive, clean and safe environment for all its users.
2. To ensure that buildings and the site are secure, including during out of school hours and taking remedial actions if required.
3. To act as designated key holder, providing out of hours and emergency access to the school site.
4. To procure quotes for routine maintenance work on school premises.
5. To contribute to the management of the premises budget.
6. To be responsible for other site staff, including cleaning staff and grounds persons.
7. To operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms).
8. To undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site.
9. To arrange emergency repairs.
10. To arrange regular maintenance and safety checks.
11. To oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
12. To monitor materials and stock and order supplies.
13. To undertake general portage duties, including moving furniture and equipment within the school.
14. To perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
15. To undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire regulations) and equipment, in line with other schedules.
16. To handle small amounts of cash for the purchase of materials to carry out repairs.

SECONDARY DUTIES

1. To make a positive contribution to the school, supporting and promoting its ethos, aims and the development/improvement plan.
2. To comply with and assist with the development of school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person (in line with relevant policies).
3. To promote equality and diversity.
4. To participate in training and other learning activities and performance development as required.
5. To attend and participate actively to meetings as required.
6. To appreciate and support the role of other professionals.

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7. To provide cover in the event of sickness absence or annual leave and be responsible for carrying out duties of the Site Manager in their absence.
8. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Headteacher in consultation with the post holder and, if he/she wishes with the relevant Trade Union Representative.

Job Description prepared by: _____ Date: _____

Agreed by Postholder: _____ Date: _____