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| Job Description |
| **Post Title: Site Manager Post No: Grade: Scale 4****Department: Schools Directorate: C&YP Section:****Responsible to: Headteacher / School Business Manager** **Responsible for: Supervision of Cleaning Staff & Gardener****Functional links with: Senior Managers in school / The Council** |
| **Main purpose of the job:** The Site Manager will be responsible to the Headteacher/School Business Manager for the security and maintenance of the school buildings and grounds. The Site Manager will be responsible for the security of the premises and its contents (including the operation of fire and burglar alarms and keyholder responsibilities), lighting, heating, cleaning of a designated area and porterage duties. In addition the Site Manager will also be expected to undertake a wide range of administrative and clerical duties, including Health and Safety duties/admin. |
| **Major Duties and Responsibilities:** 1. Supervision / Management
2. Buildings
3. Lettings
4. Building Maintenance
5. Grounds
6. Energy Management
7. General
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| **Resources:** The postholder will be responsible for plant, equipment, cleaning materials, school keys and personal protective equipment.**Job Activities:** **Management**1. To line manage the site/premises staff, including establishing appropriate working patterns, targets and schedules.
2. To regularly hold team meetings in order to address any issues arising and to bring these to an acceptable conclusion wherever possible.
3. To be responsible for the performance management and professional development of the premises staff.
4. To be responsible for the use of Personal Protective Equipment, ensuring it is used by the Site Manager and all site/premises staff, where appropriate, as well as maintaining stock levels of PPE and ordering where necessary.
5. To assist in the recruitment and selection procedure for site/premises staff.

**Buildings**1. To clean a designated area in accordance with the Authority's approved methods, frequencies and standards, including maintaining the hall floor.
2. To maintain tidy and organised work spaces and storage areas.
3. To be responsible for the refuse around school, removal and recycling.
4. To undertake porterage duties.
5. To ensure the building is tidy and free from litter
6. To assist the Headteacher/School Business Manager in monitoring the cleaning standards achieved by premises staff and/or outside contractors on site.
7. To complete and maintain stock levels intakes of cleaning/maintenance materials etc. To order cleaning materials/sundries/maintenance materials as required in line with the schools budget managed by the School Business Manager.
8. To ensure that the premises are kept secure and safe. Including locking & unlocking building and ensuring the alarm is activated & deactivated & premises are secured.
9. To undertake handyperson duties as appropriate and/or arrange contractors to carry out repairs as needed.
10. To be responsible for storing all cleaning chemicals in accordance with COSHH guidelines, ensuring all COSHH assessment records are kept up to date.

**Lettings**1. To assist the Headteacher/School Business Manager in the organisation and arrangement of lettings.
2. Dealing with members of the public on site during lettings.
3. To undertake as appropriate overtime duties related to the use of the premises outside normal working hours.

**Building Maintenance**1. To implement and maintain planned repair and maintenance programme in line with the School development plan and health and safety standards.
2. To undertake regular site inspections of the premises, to identify and record repair and maintenance requirements and undertake general maintenance and repair duties which do not require a specialist contractor (including during the holidays).
3. To keep appropriate documentation and records of repairs and report any issues to the School Business Manager.
4. To monitor the effectiveness of, and ensure the maintenance of, all heating, service and electrical installations.
5. To organise and carry out planned works such as redecoration and other improvement works, as directed by the Senior Leadership Team.
6. To undertake regular safety inspections of the premises and to carry out boiler and asbestos checks, where necessary, including in the school holidays.
7. To take a lead role in the monitoring and maintaining the School’s Health and Safety policies and procedures as they relate to the building, facilities, cleaning and grounds.
8. To carry out and record daily and weekly safety checks, including (but not limited to) playground checks, fire alarm checks, escape route checks and emergency lighting checks.
9. To accompany/assist external contractors whilst on school premises.

**Grounds**1. To supervise the school Gardener and any grounds maintenance contractors, ensuring any school machinery is used safely, in line with the Schools Health and Safety Policy, including the use of Personal Protective Equipment.
2. To ensure that the grounds maintenance works are fully completed.
3. To keep appropriate files to record this.
4. To conduct regular daily grounds/perimeter checks, ensuring grounds are safe for use.
5. To ensure that the school grounds are free from litter.
6. To monitor the condition of the school fences and gateways and to take appropriate action, with the Headteacher's approval, to repair and improve the perimeters.
7. To ensure, especially in winter, that access roads, pavements, steps and playgrounds are safe for use.

**Energy Management**(i) To monitor the fuel used in the school buildings.(ii) To ensure that all energy bills are correct in accordance with the readings kept at the school.(iii) To be a member of the Governing Body Premises Sub-Committee.**General**1. To receive in-coming telephone calls during non-office hours and school holidays.
2. To deal with sub-contractors on site.
3. To use equipment, machinery and cleaning materials as directed and to ensure that such equipment is satisfactorily maintained/serviced.
4. To maintain an inventory of all machinery, equipment and materials.
5. To ensure that accidents at work and defects of equipment and machinery are reported to the appropriate sources.
6. To undertake administrative/clerical duties connected with the site management, caretaking, cleaning service and Health and Safety; i.e. order forms, stock returns, maintenance logs, safety checks, Health and Safety Risk Assessments, COSHH assessments, work orders, time sheets etc
7. To operate relevant equipment/ICT packages (eg: MS Office packages)
8. To identify any potential Health and Safety risks and report to the School Business Manager and to conduct/assist in Health and Safety Audits.
9. To be the first point of contact, if necessary, should the intruder alarm be activated during the night or the school holidays.
10. To provide practical/porterage support in school events such as PTA fairs etc.
11. To undertake such other duties related to the post as may be assigned from time to time.
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| **Signed by: Post holder:** Headteacher **Line manager:** School Business Manager **Date:** October 2020**Job Assessor** (If required) |