

## **JOB DESCRIPTION**

**POST TITLE:**                   **Site Manager**

**GRADE:**                         **D**

**RESPONSIBLE TO:**         **Headteacher / School Business Manager**

Although it does not form part of a contract of employment, this job description, in conjunction with those of all other members of staff, has been written to help produce an effective school. It is a written statement of exactly what the job involves, what the postholder is expected to do and the responsibilities involved in the job, thereby providing a basic framework for the discharging of professional responsibilities. This basic framework provides a means by which the postholder and Head Teacher can mutually discuss the nature of the job.

This job description also allows others in the school to perceive what the job is about.

It is not meant to be “static” or “exclusive”. The nature of schools means that flexibility in “jobs” is desirable and inevitable. Indeed, responsibilities may be varied to meet the changing demands of the school at the reasonable discretion of the Head Teacher and after appropriate discussions have taken place with the postholder and any other relevant staff.

Most importantly, it is the spirit in which the job is performed which is important to an effective school. It is of paramount importance, therefore, that the school’s expectation of courtesy, consideration, commonsense and co-operation are adhered to by the postholders at all times.

The job description is divided into two key sections, entitled “Main Purpose of the Job” and “Main Activities and Responsibilities”. The first section outlines the parameters of the post and is the very essence of the job. The second section has been written to include more specific details of the way in which the postholders are expected to perform and complete particular duties.

Discussions (set within an appropriate time scale mutually agreed upon) will take place on a regular basis with the Head Teacher or their representative to establish the core responsibilities of the posts (i.e. those to be carried out on a daily or regular basis) and those which are to be regarded as “top-ups” duties to occur as time allows. It is expected that each postholder will have both specific as well as shared responsibilities and duties.

Any expectations concerning the performance of the work specified will be set within a realistic framework, with each element of the job being systematically examined in order to establish what is practically and desirably possible at any one time and whether or not support and training are necessary. Such expectations and, where appropriate, support and training will be mutually agreed and recorded.

### **Main Purpose of the Job**

The Site Manager will be responsible at all times for the overall appearance, safety, state of repair and smooth running of the school site. This includes security, lighting and heating, cleaning specified areas, portage duties, maintenance and repair duties as appropriate and such duties as may arise from the use of the premises. The Site Manager will be expected to take a pride in the service provided and the standards achieved relating to all aspects of the management of the site and manage cleaning staff and performance.

### **Main Activities and Responsibilities**

Subject to mutually agreed, realistic parameters established through discussion with the Head Teacher and the School Business Manager, the Site Manager will be expected to undertake the following areas of responsibility:-

## **1 Security of the Premises**

To ensure site security is maintained through organising and monitoring of arrangements for:

- Acting as a keyholder of the site;
- Controlling key accessibility, key security and call outs;
- Checking and recording the operation of fire and burglar alarms;
- Routine unlocking and locking of buildings;
- Regular security patrols;
- Establishing and maintaining arrangements for monitoring vehicles parked on the site and ensuring that unauthorised parking is eliminated;
- Ensuring Site Manager is available and contactable at all times (eg via mobile)
- Security of buildings, property and users during community use.

## **2. Cleaning**

To oversee appropriate and efficient cleaning of the school site, to include:-

- Regular cleaning during the day and before and after school
- Ensuring that emergency cleaning, eg cleaning of contaminated waste, is provided when necessary;
- To assist the cleaning team as necessary;
- Monitoring and recording cleaning standards, and taking immediate action to ensure any problems are:
  - \* relayed to cleaning staff and/or contractors and to senior management of the school
  - \* resolved at the earliest opportunity.
- Liaising with County Caretaking Service to ensure expectations and standards are met.

## **3. Utility Services**

To be responsible that arrangements are in place for:

- Regular checking of fire fighting equipment, alarm systems and emergency lighting and that inspections are properly conducted and recorded;
- Maintaining the School Fire log book and ensure all such equipment is tested and maintained by approved contractors;
- Regular checking and adjustment, where necessary, of heating systems;
- Preparing reports for the Senior Leadership Team on the efficiency of energy and water consumption;
- Regular checks of water, gas and electrical services and recording of results;

## **4. Building maintenance, repairs and redecoration**

To plan, organise and monitor, with the Headteacher/School Business Manager, a programme of site maintenance, repairs and redecoration, taking into consideration the SLA currently in place with the property department of the HCC, and in accordance with:

- The School Strategic Plan, covering in-house labour and outside contractors;
- Repair sheets generated by members of staff, including items listed in the "maintenance book";
- Preventative maintenance, through regular inspection of buildings and external areas;
- Minor repairs/replacements, eg light tubes, diffusers, ceiling tiles;
- Painting, decorating and minor alterations/construction work through a rolling programme and as required;

- Emergency repairs;
- Liaise with architects and external contractors as necessary to organise and monitor work;
- Ensuring safety procedures and safe working practices are adhered to at all times;
- Monitoring expenditure to stay within budget allocation and advise as necessary;
- Organising for appropriate tools to be on site and that they are kept maintained and serviced eg vacuum cleaners, DIY tools etc.
- Identifying needs and draw up a development plan for repair, maintenance and redecoration;
- Providing the Headteacher / School Business Manager with monitoring and progress reports on all work undertaken.

## **5. Oversight of Buildings and Grounds**

- To ensure the work of grounds maintenance contractors appropriately specified and adequately monitored, and carry out minor pruning tasks as required
- Advise the Headteacher / School Business Manager on the signposting of the site and assist in the maintenance of an attractive, welcoming school.

To oversee and, when necessary, carry out the following duties:

- Regular premises inspections and documenting these in the HCC checklists
- Keep pathways and open areas of school free from leaves and refuse;
- Carry out litter picking and waste bin emptying daily;
- Keep buildings free from graffiti;
- Clean gutters, gullies, drains and sediment bowls, in accordance with existing Health and Safety guidelines.

## **6. Community Use**

- Liaise with the School Business Manager about lettings, secondary cleans etc;
- Open rooms, check heating and lighting and set up as required;
- Give priority to community users during 'non-school' time;
- Ensure that all parties undertaking a letting arrangement are given an excellent service;
- Be available, as appropriate, to offer community users and visitors a warm welcome and take care and consideration in dealing with their enquiries;
- Give assistance to hirers holding social functions and meetings;
- Ensure (during use) in and out of school hours that non-allocated premises are not used or entered into;
- Ensure rooms/equipment used by hirers are left in a fit and proper state at the end of use and ready for the next user (school or community).
- To be responsible for unlocking and locking the school building for the letting arrangements.

## **7. Porterage Duties**

- Move goods to designated areas within the school as soon as possible after delivery, but no later than the end of the school day;
- Move school equipment as appropriate;
- Ensure rooms are set out as required for meetings, parents evenings, staff training days, 'open evenings', and other special occasions and cleared away promptly after the event.

## **8. Health and Safety**

- Comply with all rules relating to Health and Safety, including smoking and no dogs on site, and to ensure that other site users also comply with these rules;
- To be site representative to the Environment, Health and Safety Committee;
- To act as the school's Fire Safety Officer;
- To be responsible for the operating of the asbestos register;
- Assist with ensuring the safe use of equipment and materials;
- Monitor and secure safe working practices ensuring proper standards of Health and Safety are met;
- Carry out risk assessments as required;
- Monitor and review risk assessments as required, but at a minimum of annually

#### **9. Staff Management and Supervision**

- Manage and develop a flexible, efficient and cost effective site team;
- Ensure workloads are organised efficiently, fairly and monitored to achieve the best possible service to meet the changing needs of the school;
- Cover for team absences either personally, or by rearranging the work schedule of the team;
- Carry out supervisory duties, eg maintaining a good working atmosphere and encouraging team spirit, ensuring good time keeping, dealing with individual grievances and problems, and see work is carried out correctly and promptly.

#### **10. Activities Leader**

- Lead and organise activities for children to join in with. Set up and manage equipment and oversee pupil playground leaders providing training as required. Explain rules and ensure fairness between children. Join in and model what makes 'good play' with the children. Encourage children to join in. Model and ensure good and kind behaviour during the games and activities.

#### **11. Such other duties which may arise from the use of the premises**

- To hold regular site meetings to report on work in hand and also provide notes for these meetings;
- Establish and maintain a well ordered and tidy workplace with efficient and accessible systems for administration of site matters, including organisation of resources and record keeping;
- Write reports and returns as required;
- Attend all relevant meetings;
- Contribute to the improvement and maintenance of school security and environment;
- In the event of bad weather or an emergency, take necessary action eg taking responsibility for the clearing of snow or ice from paths, dealing with floods, fires, break-in or other damage caused to school property etc;
- Order cleaning materials, toilet rolls, caretakers' equipment, etc. as required;
- To undertake overtime duties in relation to evening and weekend use of the school premises;
- To identify any training needs and to communicate them to the Headteacher / School Business Manager;
- Contribute to the appropriate section of the Schools Strategic Plan, meeting agreed timescales and criteria;
- Undertake such duties as may reasonably be allocated by the Head Teacher or their representative within the range of responsibilities of the post.
- Attend regular Environment, Health and Safety meetings and Full Governing Body meetings as required, to discuss information about the buildings and premises, health and safety.