



Job Specification

Site Manager (Full-Time)

Hours: 40 Hours per week, Monday to Friday
Term time 9.30am – 6pm, non-term time hours may change

Salary: £25,000 per annum

Summary of the Role

Under the direction of the Headteacher, assist in the provision of good maintenance, security and cleanliness of the premises, site, grounds, gardens and school environment, and to provide and support a safe and efficient working environment.

To this aim, the role will perform a variety of general caretaking duties, including supervision of the facilities (cleaning) staff, ensuring that all work is completed to the required standard within the allocated timescales. In addition, and within your competence, to undertake the following areas of work.

1. General Caretaking Duties

To contribute to the smooth running of the school at all times by assisting staff or PTA as necessary, including:

- Arranging School equipment and preparing rooms for particular functions involving movement of furniture and equipment as directed day to day and/or for special events.
- Reporting damage and defects to the Bursar so that appropriate repair can be undertaken.
- Ensuring that all equipment is correctly stored, maintained and serviced with appropriate record keeping.
- Undertaking a range of minor maintenance work as directed by the Bursar with regard to the day to day maintenance of the premises and site.
- Assisting at functions and events during working hours as necessary.
- Accepting deliveries and undertaking general portorage of items around the site and/or offsite as requested by the Bursar or Headteacher.
- Maintenance of the confidential records archive under the direction of the Bursar or Headteacher.
- Assisting with car parking duties as necessary.
- To be responsible for the operation of the premises heating systems, ensuring that all plant and equipment operates at maximum efficiency and economy, regularly inspecting equipment to ensure that it is clean, in safe working order, and reporting deficiencies as appropriate.
- Collect and assemble waste/equipment collections by allocated contractors.
- Onsite management and direction of contractors.

2. Cleaning & Facilities

To be responsible for the day to day supervision of the cleaning and facilities staff, to ensure that the premises are maintained in a clean, safe and functional condition at all times.

- To manage and monitor the standard of work of the cleaning staff in the school, to ensure that tasks are completed satisfactorily in accordance with cleaning schedules, and within the allocated times.
- To undertake some cleaning tasks including emergency cleaning duties arising during the working day both inside and out.
- To provide cover for cleaning staff absence as necessary to ensure that tasks are completed as necessary.
- Schedule and then communicate holiday cleaning rotas to ensure that all holiday cleaning tasks are performed within allocated time available.

- To monitor cleaning and washroom consumables and replenish as necessary adhering to and monitoring budgets and preventing/reporting waste as appropriate.

3. Security

- To secure the School premises at the allocated times, ensuring that access is available to all staff as required until the allocated closing time.
- To report instances of security breaches to enable remedial action to be taken.
- To perform occasional out of hour's open/lockups as required, ensuring buildings are closed and secured and alarms set appropriately.

4. Gardening

Ensure that the following tasks are performed to provide a safe, attractive and accessible site:

- General gardening duties to include lawn care, cutting and maintenance, planting, weeding and watering of all areas as appropriate.
- Upkeep of the wildlife area, pond, mud kitchen, vegetable planters and flower troughs.
- To adhere to gardening schedules as issued from time to time,
- Make recommendations for works required including projects.
- Safe use and storage of site gardening machinery, including cleaning, maintenance and monitoring.
- Keeping the site clean, tidy and safe at all times, ensuring safe pedestrian access especially during times of inclement weather.
- To ensure the safe storage, control and marking of any potentially harmful materials and chemicals used.

5. Health and Safety

- To be aware of and adhere to applicable rules, regulations, and legislation pertaining to the employment such as Health and Safety, COSHH and Data Protection requirements.
- To perform weekly fire and emergency lighting checks and maintain appropriate paperwork.
- To participate in the fire alarm practice and procedures as directed.
- To be vigilant at all times, taking action as necessary, and/or making recommendations to the Bursar for works required to ensure and promote the safety of all stakeholders.
- To participate in, and follow risk assessments, make recommendations and be able to respond to emergency situations as they arise.

6. Other tasks

- To take part in training and ongoing continuous development of technical skills and user relations,
- To act as a member of the site team and provide support and cover for other members of the team when needs arise, e.g. ah-hoc cover for sickness, busy periods, absence etc.
- To maintain confidentiality of information acquired both in and out of working hours.
- To be flexible in approach and maintain respectful relationships with all stakeholders.
- To present a positive personal image, contributing to a welcoming school environment which supports the aims and objectives of the School.
- To be aware of, and adhere to the School's Safeguarding Policy in particular, and other policies as issued from time to time.

Other duties that the Bursar or Headteacher may reasonably and from time to time require.

THIS JOB DESCRIPTION IS CORRECT AT THE TIME OF ISSUE,

It may be subject to change if and when required by the Headteacher or Bursar