

# St Giles' CE Primary School



## Job Description

Date: September 2018

Review Date: September 2019

Site Manager

Grade 5

31.25 hours per week

## 1. GENERAL INFORMATION

Undertake the instruction / guidance of appropriate senior staff: provide maintenance & security services on school sites & premises.

## 2. PURPOSE AND MAIN DUTIES OF POST

### Security;

- Lock / unlock school buildings and areas.
- Undertake regular security checks and identify security risks.
- Monitor fire safety equipment and carry out fire drills.
- Operate and respond to alarm systems where appropriate, outside of any specialist monitoring brief.
- Monitor CCTV or surveillance contractors.
- Undertake lettings and carry out associated clerical tasks.

### Maintenance;

- Undertake appropriate repairs e.g. redecorating and fixing.
- Undertake minor / simple repairs e.g. minor plumbing, changing light bulbs, unblocking drains.
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for your school.
- To organise and carry out minor decoration programme as agreed with the Headteacher.
- To organise and carry out minor improvement work e.g. erecting shelves, notice boards, book shelves etc. as agreed with the Headteacher.
- To be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions.
- Operation and maintenance of heating plant and lighting systems.
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records.
- Undertake regular site inspections and identify and record repair and maintenance requirements.
- Identify defects and record repair and maintenance requirements.
- Collect and assemble waste for removal.
- Undertake emergency & specialist cleaning tasks.
- Undertake cleaning duties such as graffiti removal, litter-picking.
- Provide emergency access to the school site.
- Coordinate deliveries to the school site.
- Monitor performance of contacts and record performance against specified standards.
- Liaise with contractors & undertake client role in connection with premises related contracts.
- Coordinate work of cleaning staff.
- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises.
- Ensure that the pathways and all other external hard surface areas are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions.
- Maintain swimming pool and other specialist sports equipment after specialist training.

**3. KEY ACTIVITIES - Resources**

- To advise the Headteacher on matters relating to energy control and conservation.
- Contribute to planning, development and organisation of systems/ procedures/ policies.
- Be responsible for maintaining records, information and data, producing analysis and reports as required.
- Create and maintain a purposeful, orderly and productive working environment.
- Ensure timely and accurate design, preparation and use of specialist equipment/ resources/ materials.
- To assist in safety audits of the premises and contribute to relevant risk assessment activity.
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times.

**KEY ACTIVITIES - Organisation & Supervisory**

- Demonstrate and assist in the safe and effective use of specialist equipment / materials.
- Provide specialist advice and guidance as required.
- Portering duties e.g. delivering mail, moving furniture and equipment.
- Assisting in management, administration and operation of lettings system.
- Monitor & manage stock within an agreed budget, cataloguing resources & undertaking audits as required.
- Direct / supervise cleaning and / or site staff and ensure cleaning is in accordance with specification.
- Where appropriate to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the Headteacher.
- Liaison with the school meals contractors in relation to their use of the site and provision of their service, where appropriate.
- Liaise with line manager & attend meetings as required.

**4. RESPONSIBILITIES**

- Comply with Health and Safety policies and procedures at all times.
- Promote and ensure the health and safety of pupils (staff & visitors) at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/ work / aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Ensure health and safety policies and procedures are complied with at all times.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities.

**5. REVIEW**

Job descriptions will be reviewed annually in the Autumn Term or earlier if necessary. In addition, it may be amended at any time after consultation with you. The next review will take place in autumn 2017.

**6. PENSION**

Unless you notify to the contrary, it will be assumed that you will contribute to the Local Government Pension Scheme. If you are a part-time employee or have any queries or require further information you should contact Employment Services at Shropshire Council. The School Administrator will provide you with a contact name and telephone number.

**7. AGREEMENT**

I, the undersigned, acknowledge that I have received the job description, that I understand the contents and that by signing, I agree to them.

Signed: .....  
(Post holder)

Date: .....

Signed: .....  
(Headteacher)

Date: .....



**St Giles' C.E Primary School**

**Person Specification**

**Caretaker – Level 2**

	<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>➤ Relevant experience desirable</li> <li>➤ Handy person experience</li> <li>➤ Caretaking/site-keeping experience in a school or similar environment.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>
<b>Work or relevant experience</b>	<ul style="list-style-type: none"> <li>➤ Willingness to undertake induction training</li> <li>➤ NVQ 2 OR equivalent qualification desirable</li> <li>➤ Good numeracy/literacy skills/GCSE (or equivalent) Maths and English.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>➤ Willingness to gain knowledge of use of ICT and other specialist equipment / resources.</li> <li>➤ Working knowledge of relevant policies / codes of practice / legislation</li> <li>➤ Self motivation &amp; Flexibility</li> <li>➤ Ability to relate well to children and adults</li> <li>➤ Knowledge of Health &amp; Safety procedures and precautions.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	

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Site Manager

	<ul style="list-style-type: none"> <li>➤ Knowledge of COSHH regulations</li> <li>➤ Awareness of health &amp; safety procedures and precautions</li> <li>➤ Willingness to participate in development and training opportunities</li> <li>➤ Team – leading skills.</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>
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