

# St Giles' CE Primary School



## Job Description

**Job Title : Site Manager**

**GRADE: 6**

**SALARY RANGE: SCP 7 - 11**

**HOURS: 36.25**

**POST STATUS: Permanent**

**WORKING YEAR: 52.14**

## Purpose of Post

Under the guidance of the headteacher, be responsible for maintenance, security and facilities management services on school sites and premises and provide specialist support in a specific resource area. Be responsible for the maintenance of a clean and hygienic school interior.

## Principal Duties and Responsibilities

### 1. Operational Tasks

#### 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.
- Monitor CCTV or surveillance equipment where appropriate.
- Liaise with police, security and surveillance contractors.
- Provide emergency access to the school site.

#### Maintenance and Cleaning;

- 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.
- 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, bookshelves etc. as agreed with the Headteacher.
- Operation and maintenance of heating plant and lighting systems.
- To oversee and monitor the electrical testing appliances and to maintain the appropriate records.
- Undertake regular site inspections.
- Identify defects and record repair and maintenance requirements.
- Collect and assemble waste for collection.
- Undertake cleaning duties such as litter - picking.
- Undertake specialist cleaning tasks.
- Organise and participate in the organisation and movement of furniture within the building.
- Provide emergency access to the school site.
- Coordinate deliveries to the school site.
- Monitor performance of contracts and record performance against specified standards.
- Liaise with contractors.

- Ensure that swimming pool and other specialist sports equipment are maintained in accordance with specified standards.
- Supervising other cleaners.
- Provide training for staff.

## **2. Resources Tasks**

- To advise 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.
- Liaison with the school meals service contractors in relation to their use of the site and provision of their service, where appropriate.
- To undertake safety audits of the premises and assist with relevant risk assessments as required.
- Promote and ensure the health and safety of pupils, staff & visitors at all times.

## **3. Organisation & Supervisory / Managerial Tasks**

- Demonstrate and assist in the safe and effective use of specialist equipment / materials.
- Provide specialist advice and guidance as required.
- Responsible for the 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.
- Liaison with the school meals service contractors in relation to their use of the site and provision of their service, where appropriate.

## **4. Other Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- 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.

## **5. Safeguarding**

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

## 6. Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff.

## 7. Other Duties

- Any other duties that the Headteacher feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

## 8. Review and Signatures

- This job description is subject to review by the Headteacher / Governing Body in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

### 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

### Site Manager (Level 3), Grade 6 (SCP 7-11)

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>➤ Good numeracy/literacy skills/GCSE Maths and English.</li> </ul>	<ul style="list-style-type: none"> <li>➤ NVQ 3 OR equivalent qualification or willingness to work towards</li> <li>➤ Specific training in specialist area</li> </ul>
<b>Work or relevant experience</b>	<ul style="list-style-type: none"> <li>➤ Caretaking/cleaning/site-keeping experience in a school or similar environment.</li> <li>➤ Supervisory experience</li> <li>➤ Providing training to staff</li> </ul>	
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>➤ Knowledge of Health &amp; Safety procedures and precautions.</li> <li>➤ Knowledge of COSHH regulations.</li> <li>➤ Awareness of health &amp; hygiene procedures.</li> <li>➤ Knowledge of moving and handling procedures.</li> <li>➤ Willingness to develop knowledge of use of ICT and other specialist equipment / resources.</li> <li>➤ Working knowledge of relevant policies / codes of practice / legislation.</li> <li>➤ Ability to self-evaluate learning needs and actively seek learning opportunities.</li> <li>➤ Ability to relate well to children and adults.</li> <li>➤ Team – leading skills.</li> </ul>	
<b>Skills and Abilities (relevant to post)</b>	<ul style="list-style-type: none"> <li>➤ Sufficiently fluent in spoken English to ensure effective performance in the role</li> </ul>	
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>➤</li> </ul>	
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>➤ Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check.</li> </ul>	