Ursula Taylor Church of England School



**Job description**

**Job Title:** Site Manager

**Responsible to:**  Headteacher, Deputy Headteacher, School Business Manager and the Governing Body

**Job Purpose:**  To manage and maintain the school buildings and grounds

To line manage the Site Team / Cleaners

**Main duties and responsibilities:**

* Management of Site Team and Cleaning staff
* Management of budget related to school maintenance
* Security of premises
* Cleaning and hygiene
* Maintenance of furniture, fittings and equipment
* Maintenance of buildings, including keeping records and log books up to date
* Maintenance of grounds
* Health and Safety
* Energy Management and Conservation
* Porterage

Management of site team and cleaning staff

1. In liaison with the Headteacher, Deputy Headteacher and School Business Manager deal with recruitment of caretaking and cleaning staff
2. Plan the work allocation of the site team and cleaners ensuring adequate staffing levels are maintained and arranging cover as necessary
3. Under the direction of the Headteacher / School Business Manager, deal with applications for annual leave and leave of absence, in accordance with the school’s agreed policy
4. Supervise caretaking and cleaning staff on a daily basis to ensure cleaning of the premises is to the required standard
5. Ensure that all school caretaking and cleaning equipment is clean and in good working order, arranging for repair or replacement as necessary in liaison with the Headteacher / School Business Manager
6. Ensure that all cleaning cupboards, the boiler house and cleaning stores are kept tidy, well organised and comply with COSHH and Fire regulations
7. Contact the Headteacher, Deputy Headteacher or School Business Manager if the work of the site team or cleaning staff is not up to the required standard or if any personal related issue gives cause for concern
8. Ensure that staff are aware of the requirement to wear Personal Protective Clothing and that this requirement is adhered to where necessary

Management of the school maintenance budget

1. Plan, agree and manage a budget for maintenance in consultation with the School Business Manager and Headteacher, ensuring value for money principles are adhered to
2. Arrange for ordering of supplies and equipment in accordance with the budget plan and school procurement procedures, maintaining accurate records of expenditure

Security of premises

1. Ensure that the buildings and site are left in a secure situation, which includes locking/unlocking of the school gates, including for hirers of any part of the premises
2. Opening and closing the school and site each day
3. Ensure that all windows and doors are secured
4. Ensure all lights and heaters are turned off when necessary
5. Set and respond to alarms (both fire and security), reporting malfunctions as necessary and arranging for repairs to be carried out in a timely fashion
6. Test fire alarms regularly and, in liaison with the Headteacher / School Business Manager, make arrangements for fire drills
7. Ensure that fire extinguishers and hose reels are in a position and are checked regularly
8. Take reasonable steps to deter trespass and unauthorised parking on the site, having regard to health and safety, including acting as a gate manager at the start and end of the school day
9. Undertake the responsibility of key holder, being a point of contact in an emergency situation and arranging for a deputy as necessary
10. Ensure that equipment is security coded and maintain inventories, including serial numbers of items
11. Ensure that external security lighting is functioning as required
12. Ensure that when required, weekend security checks are carried out
13. Contact and direct the appropriate services in the event of the following emergencies: fire; flood; break-in, vandalism; accident – in liaison with the Headteacher and School Business Manager.
14. Patrolling the site to check for hazards, damages and intruders

Cleaning and hygiene

1. Ensure that standards of cleanliness and hygiene are maintained throughout the premises

2. Ensure that staff are trained in the appropriate use of machines and cleaning techniques

3. Ensure that stocks of cleaning materials, soap, paper towels etc. are maintained and replenished as necessary

4. Ensure that all cleaning materials are stored and utilised in line with COSHH and HSE regulations

5. Ensure that litter and graffiti are removed from both inside and outside the buildings

6. Ensure that policies and practices on caretaking and cleaning standards are adhered to, having regard to health and safety

Maintenance of furniture, fittings and equipment

1. Ensure that furniture, fittings and equipment are checked regularly, including electrical testing, completing repairs and replacements as necessary, advising the School Business Manager where major expenditure is required
2. Ensure that all rooms are appropriately equipped with furniture and that equipment is in position

Maintenance of Building, including co-ordination of School Asset Management Plan

1. To prepare and maintain School Asset Management Plan, in liaison with the School Business Manager, ensuring all records, logs and documentation is accurate and kept up to date
2. In liaison with the School Business Manager devise and implement an annual maintenance programme
3. Make arrangements for routine repairs and maintenance work to be carried out, as directed by Headteacher/School Business Manager / Governing Body, following an agreed plan of works
4. Ensure that a system is in place for staff to report repair and maintenance issues, as they arise. This system should also record, when and by whom the repairs was made.
5. Supervise contractors who are on the school site
6. Carry out handyperson duties in respect of repairs and decorating, outsourcing to external contractors where required and through discussion with the School Business Manager, including: Carpentry – repairs to doors, windows, broken keys in locks, door closure adjustment repairs to drawers and furniture. Glazing – temporary repairs, making safe by methods available. Plastering and concrete – repairing patches, floor and steps. Plumbing – pipe freezing, fitting stops taps, simple plumbing tasks. Basic electrical tasks (if qualified to undertake such a task)
7. Undertake / organise electrical testing of portable equipment with the agreed schedule

Maintenance of Grounds

1. Liaise with Ground Maintenance contractors with regard to grass cutting and gardening
2. Ensure that the school site is neat and tidy, litter free and maintained to a good standard
3. Ensure that access to the school in the event of bad weather is maintained, ensuring that paths are clear of snow, ice, leaves, floodwater etc.
4. Ensure that the school field remains free of holes, where holes are evident, they are filled with earth to ensure safety
5. Ensure that PE equipment is maintained and in good working order and that the playground is inspected periodically to ensure health and safety guidelines are met

Management of the School swimming pool

1. Ensure that the pool is correctly cleaned, heated, treated and maintained by:

* Testing the balance of pool water, chlorine and PH levels
* Recording results and reporting discrepancies to the School Business Manager and the PE Leaders
* Overseeing the visits with the representative from the water monitoring company to test the microbiological levels of the pool (at least monthly during the season)
* Complete daily pool cleaning and maintenance following the guidelines detailed in the Normal Operating Procedure (NOP)
* Emptying / cleaning and refilling the pool in the event of contamination according to guidelines
* Covering / uncovering the pool daily during the swimming season

1. Attend relevant training linked to Pool Management and share training with relevant member of staff

Health and Safety

1. Be aware of and adhere to all COSHH, HSE, School policies and procedures on Health and Safety, including Asbestos procedures
2. Attend Health and Safety courses, including training on asbestos, as directed by the Headteacher or School Business Manager
3. Attend whole school INSET training – where relevant (e.g. annual Safeguarding updates)
4. Undertake termly Health and Safety inspections with the Headteacher or School Business Manager, to determine the repairs and maintenance required
5. Undertake Health and Safety monitoring procedures in accordance with the schools Health and Safety policy, working with the Headteacher or School Business Manager to complete annual Health and Safety Audits
6. Carry our Risk Assessments, as required.

Energy Management and Conservation

1. Ensure that the school is at an optimum temperature by 9am each school day
2. Ensure optimum use of heating system, manually shutting down at any time when not required
3. Check room thermostats, thermostatic radiator valves and fan convector thermostats
4. Ensure services are closed down during school holiday periods
5. Ensure that the boiler house is kept clean and tidy, that no flammable liquids or materials are stored there and that routine checks of time and temperature controls are carried out
6. Monitor use of fuel and water, by taking monthly readings of all meters, and report promptly any fault giving rise to excessive consumption
7. Ensure that weekend boiler / security checks are carried out during the heating season when required
8. Ensure that light bulbs and fluorescent tubes are replaced as necessary, applying appropriate health and safety regulations
9. Ensure that taps and toilets are operational and efficient and that Legionella checks are completed in a timely fashion

Porterage

1. Ensure that deliveries of equipment, furniture and materials are dealt with promptly and items repositioned as required
2. Undertake portage or equipment, furniture and materials within the premises, as required.
3. Setting up chairs as required for assemblies and whole school events
4. Arranging the disposal of any redundant furniture and equipment in accordance with procedures, advising the School Business Manager for removal from the school’s inventory record

Management of Lettings

1. Ensure that all lettings are serviced appropriately, in line with the agreements made
2. Ensure that appropriate records are kept, to enable lettings claims forms to be completed and in order for reconciliation between lettings income and expenditure can be undertaken
3. Some attendance on site during events or lettings outside normal working hours may be required (e.g. lock up after Parent’s Evening)

General

1. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure and confidential sensitive information
2. To undertake any other duties of a similar level and responsibility as may be required by the Headteacher, Deputy Headteacher or the School Business Manager.
3. To promote the ethos and values of the school at all times

Signed by staff member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by Headteacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Description for Site Manager – Ursula Taylor C of E School

Written January 2019