

Job Description

POSITION: SCHOOL SITE MANAGER
Reporting to: School Business Manager
SCALE: APT&C Scale 5
HOURS & PAY: 35 Hours per week, 52 weeks per year



PURPOSE OF JOB:

- To maintain the school site working split shift hours (this may be negotiated)
- To maintain security of the Premises.
- To ensure Health & safety and statutory compliance of all buildings are kept compliant
- To monitor the schools maintenance arrangements, including cleaning, grounds and repairs and carrying out cleaning/repair functions as required.
- To be responsible for school lettings working closely with Senior Finance Officer
- To supervise the school caretaking team

MAIN DUTIES:

Premises Security & Site Management

- Ensure that buildings are secure and intruder alarms activated following vacation by staff and other users.
- Responsibility for ensuring the intruder alarm and fire alarm systems are updated and maintained.
- Ensure windows and doors are in good repair and informing the business manager of any window or door defects which may lead to a breach of security.
- Ensure school is open and adequately staffed by site staff for day to day school activities.
- Dealing with appropriate breaches of security and communicating to relevant staff or emergency services.
- Oversee any reasonable key requests and orders and distribute to stakeholders.
- Locking and unlocking external doors as required.
- Reactively monitor school CCTV system and undertake the relevant training to be able to assist with requests and down load footage when required.
- Ensure and co-ordinate weekly periodic testing of fire alarm system and ensure that lines to the Borough are functioning correctly.
- All premises/site staff to form part of the key holder list – to act as first point of contact.

Maintenance of School Grounds and Building

- Responsibility for ensuring the premises and grounds are kept free of litter and are in general condition of tidiness.
- Supervise contractors and undertake regular site inspections monitoring their work.

- Ensure effective communication between staff, contractors and others as appropriate.
- Operating an agreed programme of planned maintenance (PPM).
- Ensure monthly testing of emergency alarms, lighting and record.
- Ensure the efficient operation of heating and lighting throughout the school is adequate and meets Health & Safety Requirements.
- Ensure maintenance of HVAC (Heating, Ventilation and Air Conditioning) systems are checked and monitored each day and ensuring there is adequate hot and cold water.
- Maintain boiler rooms/ Roof areas/ Air Handling units/Extract systems/Air Condensers or Heat Recovery Units working to strict health and safety procedures as directed by the School Business Manager.
- Checking premises are at correct temperature at designated times via Individual Units/Control Panels or/and BMS system.
- Co-ordinate replacing lights, tubes, diffusers, starters where necessary.
- To be proactive and conscious of saving energy and money in the use of school utilities
- Ensure downpipes drains and gullies are free flowing and clean.
- Ensuring the gritting of entrances, steps and paths prior to any forecasted freezing weather.
- Ensure that stocks of grit/salt are maintained.
- Ensuring the removal of snow and other obstructions from main entrances, steps, paths.
- Preventing unauthorised/unsafe parking on school site
- Ensuring fire doors are free of clutter and obstructions
- Carry out any minor tarmac repairs
- Support all Departments in putting up and taking down of external or internal equipment
- Co-ordinate and undertake any reasonable first line repairs as and when required.
 - Plumbing work – repairing leaking pipes, simple installation work, such as plumbing in a new tap or replacing washer etc.
 - Redecorating as appropriate
 - Plastering work such as repairing cracked or broken plaster, e.g. making good damaged walls, following removal of shelving or similar fittings
 - Fencing and boundary repairs e.g. mending broken fencing panels or stakes, repairing holes in chain link fencing
 - Glazing work, such as replacing smaller windows, rebeading or re-puttying glass panes, internal and external
- Ensure all stock is kept up to date and ordered

Porterage

- Undertaking/arranging for safe storing and moving of items of furniture, equipment and provisions as required
- Receiving and directing as appropriate all deliveries for the schools
- Keeping up to date records, inventories and forms as required
- Setting up and packing away for all school events and examinations.

Compliance of Health & Safety

- Ensuring compliance by periodic inspection of all areas

- Ensuring appropriate signs and notices are displayed
- Ensuring hazards are removed
- Ensuring fire exits are accessible and firefighting equipment is correctly positioned and services
- Ensuring all staff are aware of their responsibilities as appropriate
- To be trained and respond as Fire Wardens for the School
- Undertake weekly L8 Water testing or as required
- Undertake Weekly Fire Door checks/Ladder Checks or any other reasonable statutory requirement as directed by the School Business Manager
- Notify appropriate agencies, via the School Business Manager, where there is a pest control problem

Cleaning

- Recording and setting up of systems for the monitoring of all cleaning in the premises.
- To undertake agreed cleaning/Janitorial tasks not included in the schools cleaning specification.
- To ensure all toilet areas remain clean and safe during the school day, replenishing toilet rolls, towels when required.
- Clean up incidences during the day including vomiting, spillages or any reactive janitorial tasks.
- Arrange and carry out emergency cleaning and removal of graffiti
- Perform litter picking duties, both inside and outside the school buildings during the school day to ensure the school remains tidy and safe for all students and staff.

General

- Required to carry out all reasonable duties and responsibilities of the post
- Co-ordinate response to all Requests, verbal, email and Facilities Management system
- Ensure Health and Safety requirements are met and recorded for Audit purposes.
- All employees are required to declare any conflict of interest that may arise before or during their employment
- Undergo and meet school conditions for a satisfactory enhanced DBS check
- Must comply with all equality legislation, policies and procedures; actively promoting ways of eradicating and challenging racism, prejudice and discrimination through the schools policies and procedures
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Riverside School
- Treating all information acquired through your employment, both formally and informally, in strict confidence
- To demonstrate a commitment to good customer care
- Any other duties of an appropriate level and nature will also be required

PERSON SPECIFICATION – School Site Manager

Knowledge

Good standard of English and Maths	Essential	Application form Interview
NVQ in site caretaking or equivalent	Desirable	Certificate

Skills and Experience

Experience or demonstrable understanding of the day to day running of a school (security, heating, lighting and maintenance)	Essential	Application Form References Interview
Ability to maintain records, information and data as appropriate and undertake administrative tasks, using a range of systems	Essential	Application Form References Interview
Familiar with a wide variety of cleaning tools and equipment or be prepared to undertake training, the ability to follow instructions necessary to operate equipment and use materials relevant to their job.	Essential	Application Form References Interview
Knowledge and understanding of Health and Safety issues. COSHH and relevant legislation.	Essential	Application Form References Interview
A practical approach to problem solving.	Essential	Application Form References Interview
Practical/handyperson skills necessary to undertake general building maintenance, minor repairs, some cleaning and portorage duties.	Essential	Application Form References Interview
Have the ability for managing others, instructing and communicating expectations.	Essential	Application Form References Interview
Experience of dealing with primary school children, members of the school community and public.	Desirable	Application Form References Interview
Hold a valid full UK driving license	Desirable	Application Form Interview

Personal and Professional Competencies

Enjoy working with, and the ability to relate well to children	Essential	References Interview
Ability to follow instructions, organise and prioritise workload.	Essential	Application Form References Interview
Ability to be self-directed and motivated and work on own initiative.	Essential	Application Form References Interview
Ability to communicate effectively with all members of the school community and have the ability to work effectively as a key member of the whole school team.	Essential	Application Form References Interview
Ability to keep accurate records, both paper and electronically based.	Essential	Application Form References Interview
Reliable, punctual and the ability to work to deadlines.	Essential	Application Form References Interview

To take on key holding duties for the school/ be a named key holder and respond to emergency call outs.	Essential	Application Form References Interview
Be ready to manage flexible working hours, to include occasional evening and weekend lettings	Essential	Application Form Interview
Willingness to undertake further training and lead staff training	Essential	Application Form Interview
Awareness of professionalism – confidentiality, equal opportunities, promoting school vision and values.	Essential	Application Form Interview
Awareness of, and willingness to comply with, policies, risk assessments and procedures relating to e.g. safeguarding.	Essential	Application Form Interview Mandatory, enhanced DBS Check
Experience of Grounds maintenance	Essential	Application Form Interview