

JOB DESCRIPTION

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Produced by: DHT/MSJ

MOORDOWN ST JOHN'S CE PRIMARY SCHOOL

Post Title:	Site Manager
Reporting to:	1: Headteacher 2: Finance Manager
Grade:	Grade 6 (points 16 - 22)

1. Job Purpose and Objectives

As an important and valued member of the school's support staff, helping to ensure its smooth and efficient functioning, and contributing to the Christian ethos reflected in this Church of England Primary School, the Site Manager is required to become conversant with and adhere to The Health and Safety at Work Act; COSHH Regulations; Fire Safety Regulations; Manual Handling Regulations, DDA Regulations; Risk Assessments; Portable Appliance Testing; Personal Protective Equipment at Work Regulations whilst carrying out his/her duties:

- Alongside the Headteacher and Finance Manager, be responsible for the day-to-day operational management, safety and security of the school site.
- Alongside the Headteacher and Finance Manager, be responsible for ensuring that the school is well-maintained, safe and secure for all users.
- Work with the Finance Manager to assist with the school's Premises/Letting procedures.
- Work to duty routines and hours of work outlined by the Headteacher, which may vary when the school changes from term-time to closure periods; whilst this will be regularly reviewed, it may be subject to change at any time.
- Review personal progress, from time to time, against agreed objectives, timetables, etc. and participate in agreed, further development.

2. Main Duties and Responsibilities

School Security

- To maintain the security of the premises by opening and closing premises (when necessary);
- To monitor and maintain the school's CCTV system;
- To maintain the school intruder and fire alarm systems;
- Alongside the Headteacher and Finance Manager, be responsible for the security of the premises, liaising with our key holder service, Police and other emergency services in this respect as necessary;
- To test fire alarm, call points, intruder alarms and emergency lighting on a weekly/monthly basis and results are recorded;
- To check, at least monthly, all perimeter fences, and security devices;
- To monitor, report and advise the SBM/Headteacher on all security matters;
- To maintain a key holder database ensuring there are an adequate number of key holders and that lettings are covered effectively;

Premises related Health and Safety issues, including Fire Safety

- To adhere to the school health and safety policy;
- To attend and report to the Effective Resourcing Working Group, meeting on a termly basis on all aspects of work;
- To act as the designated Fire and Security Officer and to ensure that all systems are regularly

maintained and tested, appropriate records kept and all related policies and procedures are reviewed and updated as necessary;

- To maintain the Fire Risk Assessment, updating where appropriate and resolving any issues and ensure drills are carried out and recorded;
- To clear up bodily fluids after accidents adhering to health & safety procedures;
- To undertake 'emergency' cleaning duties as and when required;
- Undertake COSHH/risk assessments and ensure all equipment is safely stored and used in accordance with COSHH regulations;
- To undertake first aid duties as and when required;
- To have knowledge of, and maintain the records for, the location of all water and gas stop cocks and mains electricity power breakers etc. and to manage access to them
- To ensure the safety of all external equipment, furniture and boundaries
- Every Monday conduct safety and 'sharps' checks around the entire school boundary ensuring sharps are disposed of and recorded in school 'sharps register' and that damage or breaches to the school perimeter fencing is immediately repaired.
- To ensure dustbin units are secure and in accordance with safety/arson prevention requirements
- To ensure the accessible roof gulley drainage is clear of leaf debris etc so as to prevent interior rain egress and damage.

Grounds maintenance

- Alongside the Headteacher and Finance Manager, be responsible for all grounds maintenance issues;
- To maintain and carry out improvements to school grounds (not playing field);
- To ensure the school external environment is clean, clear of debris and maintained to a high standard;
- To unblock external drains as required, clear gullies, grids, gutters (within reach) and traps on a monthly basis and disinfect. Ensure drain cover in KS2 playground is locked.

Lettings

- To be aware of all out of hours' activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings;
- To assist the Finance Manager, as required, with the lettings procedures such as invoicing and processing letting agreements.
- To liaise with the Admin and Personnel Manager, as required, to ensure safeguarding requirements are adhered to.
- To ensure new hirers receive appropriate induction to the school premises including evacuation procedures.

General maintenance, cleaning and site duties

- To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate manual records where appropriate
- To create, schedule and facilitate rolling programmes of school premises maintenance and re-decoration;
- To undertake repairs and maintenance as required and to seek best value solutions at all times;
- Undertake minor repairs to furniture, sinks and toilets as necessary.
- Undertake minor electrical repairs;
- Respond efficiently to staff requests for repairs and maintenance;
- To set and monitor the school heating and hot water systems;
- To take and record energy readings on a monthly basis and liaise with Finance manager to ensure energy efficiency;
- To ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards;
- To ensure that all tools and cleaning products are stored correctly and are not accessible by

pupils and that hygiene standards and regulations are met. All staff must receive suitable training to use power tools and this must be recorded.

- To undertake stock, sundry and furniture moving as required in accordance with manual handling guidance in order that school activities can proceed and that the entrance and corridors of the school is always clear and welcoming;
- To ensure that deliveries received into school are checked and reconciled with orders placed (with input from the Business Manager/Finance Team) and that boxes are moved promptly out of public areas and to appropriate storage locations / staff around school;
- To ensure that routine maintenance service checks and repairs are carried out, where necessary, on all serviceable equipment i.e. lunch tables, PE equipment, hot school meal equipment, boilers, air conditioning units, fire-fighting equipment, lightning conductors, swimming pool plant etc. and results recorded;
- To ensure Portable Appliance Testing (PAT) is carried out in accordance with current regulations;
- To ensure light bulbs, LEDs, fluorescent tubes and starter switches etc. are changed as necessary and fittings and shades are cleaned regularly;
- To maintain hall sound systems, stage and drama equipment, including stage lighting;
- To undertake minor window cleaning as required;
- To collect and dispose of all waste, refuse and surplus materials;
- To liaise with Swimming Pool Technician and be aware of pool improvements and developments;
- For continuity and in the absence of the Swimming Pool Technician, be able to conduct water testing and respond to pool plant problems in the absence ;
- To monitor quality of cleaning by external contractors (TCCS) and liaise with their supervisor to ensure cleaning is efficient and of the highest standard;
- Ensure accurate records are kept of all work carried out.
- Undertake the cleaning of external overhead canopies, drainage gullies, lampshades, light diffusers, fan filters etc, taking account of instructions given on cleaning at heights.
- Clean and be responsible for the tidiness of paths, drives and other hard surfaces within the site grounds and the immediate surrounds in the outside road and check perimeter fence.
- Lubricate and maintain in good working order all padlocks, door handles, hinges and accessible mechanisms.

Procurement, administration and stocktaking of non-curriculum resources

- To maintain a log of all inspections and checks carried out ;
- To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept;
- To take records to/from loft as required.

Emergencies

- To carry out emergency cleaning if required;
- Deal with or arrange to be dealt with all bursts, leaks, floods, fires and breakages as appropriate.
- Deal with, or arrange to be dealt with, all electrical and gas emergencies, making safe initially by turning off supply.
- Ensure access for emergency services, assist as necessary and secure premises as required.
- Keep paths, access points and entrances free of snow and ice to ensure safe passage.

General

- Liaise effectively with the site and business management across the Bournemouth Septenary Trust (BST) to foster working relationships and share good practice within the Trust.
- Undertake weekly condition checks on the school minibuses and arrange for maintenance and repairs as and when necessary
- Follow child protection and safeguarding procedures at all times.
- Take holidays outside of term time

School Vision

- Contribute to the overall aims and objectives of this school and its commitment to high standards and securing school improvement.
- Promote the school's Christian ethos at all times.

3. Supervisory / Managerial responsibility

School Security

- Alongside the Headteacher and Finance Manager, be responsible for the security of the premises, liaising with our key holder service, Police and other emergency services in this respect as necessary.

Premises related Health and Safety issues, including Fire Safety

- To routinely monitor the school and carry out regular Health and Safety inspections and Risk Assessments on your own and with the Finance Manager and the Board of Directors' Effective Resourcing Working Group.
- To maintain and monitor the asbestos register ensuring all contractors update and sign accordingly.

Procurement, administration, stocktaking and management of non-curriculum resources

- To maintain the school's equipment and plant inventory.
- To place orders for items of housekeeping, following approval by the budget holder, ensuring stock levels are maintained.
- To order repairs and maintenance items in liaison with the Finance Manager.
- To liaise with the Finance Manager to obtain quotes and tenders for premises related projects.

General

- Alongside the Headteacher and Finance Manager, contribute to the school's objectives of achieving greater value for money in the maintenance and day to day running of the buildings and site and participate in developing community opportunities.
- Alongside the Headteacher and Finance Manager, manage premises-related projects as directed.
- To review, update and improve, in-line with best practice, all relevant policies and procedures pertaining to the role of Site Manager.

4. Communication/Contacts

Internal and external communications

- Attend regular meetings with Headteacher and Finance Manager to report and update on progress
- Liaise with and supervise site contractors involved with:
 - building repairs and construction
 - heating engineering and plumbing repairs
 - equipment repairs
 - fire service
 - other contractual services
- Establish and maintain a positive and professional working relationship with school staff, parents friends association and other stakeholders.

Polite contact and communication is expected at all times with staff colleagues, parents, school directors, contractors and any other visitors to the school. Frequency of contact with these people will vary from day to day. Confidentiality is to be maintained at all times.

5. Additional Information

Our school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Rigorous checks will be made of the successful applicant's background credentials including Childcare Disqualification/Disqualification by Association and Enhanced Disclosure and Barring Service Clearance.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Business Unit Head or nominated representative (in consultation with the postholder) to reflect the changing work composition of the business.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher.