

JOB DESCRIPTION

POST: Site Manager

GRADE: Band D

HOURS: 37 hours per week

REPORTS TO: Principal

RESPONSIBLE FOR: Cleaning Staff

Post Summary

Responsible for the security, improvement, maintenance and cleanliness of the school buildings and grounds.

Duties and responsibilities: -

- The efficient operation of the school site in accordance with the Authority's Policies, individual site policies and in particular those relating to the Health and Safety at Work Act 1974.
- Working with the Principal to ensure all aspects of H&S are compliant across the whole school, and that documentation is regularly updated
- Completion of Risk Assessments where applicable
- Unlocking and locking of premises, initial inspection of site for vandalism or items requiring building maintenance. Security of all windows, doors and gates. Switching on/off lights as appropriate.
- Setting of intruder alarm and initiation of response procedure following alarm activation.
- Planning in conjunction with the Financial Secretary and Cleaners the allocation of working hours and holidays to ensure adequate cover for the school at all times.
- Use of ICT systems.

Repairs and Maintenance

Inspecting the site to identify building defects (service, repair, decoration), the initiation and progression of works orders and the maintenance of appropriate records.

To advise the Financial Secretary when work is completed by contractors so that invoices can be passed where satisfactory.

Inspecting and carrying out repairs as qualified and the upkeep of decorations and reinstatements to fabric and other fittings where appropriate.

Termly visual checks of electrical appliances.

Ordering and replacing low level florescent tubes, light bulbs and other fittings as required.

Removal of graffiti (excluding that requiring removal by specialists).

Inspection and repair of small items of furniture.

Small scale carpentry work.

The maintenance of records of the servicing of fire fighting equipment.

Inspection, checking and cleaning of blockages in sink waste traps, toilet cleanliness, the cleaning of areas affected by body emissions which occurs during normal school hours.

Emergency action to minimise the effects resulting from burst pipes, vandalism or fire damage prior to repair or remedial work being undertaken by specialist agencies.

Building & Contracts

To discuss and identify with the Head Teacher minor building and decorating work to be done.

To liaise with contractors prior to work commencing, during the period of the contract and afterwards if necessary.

To advise the Head Teacher when work has been completed satisfactory so that invoices may be passed for payment.

Cleaning

To allocate duties to, and monitor the performance of, cleaning staff to ensure high standards of cleaning are maintained throughout the school.

Daily cleaning of agreed areas of the school.

Ensure toilets are cleaned when necessary, within the Site Manager's working day.

Inspect and replenish soap, toilet paper and paper towels.

Control of "cleaning materials" and "paper towels" budgets including ordering, distribution and monitoring of materials.

Involvement in the recruitment and selection of staff as required by Governors.

Certification and submission of related paperwork for all cleaning staff.

Training staff in the use of electrical equipment, cleaning chemicals and cleaning procedures in order to undertake all tasks.

Take down/re-hang curtains/blinds below 3.5 metres subject to maintenance of safe systems of work, where no specialist contractors are required.

Cleaning of interior and exterior windows, as appropriate, using safe working practices.

Grounds

Maintain a litter-free environment as far as is practicable, empty external waste bins and remove internal rubbish as necessary.

Liaise with Grounds Maintenance Contractors and monitor implementation of the ground's maintenance contract.

Clear snow to main routes of access/egress as far as is reasonably practicable.

Order resources required and salt main pathways to ensure safe access/egress for pupils and staff.

Assist with the development and routine maintenance of agreed aspects of the school grounds.

Energy

Care and operation of the heating plant and general cleanliness of the boiler house.

The reporting of any defects to the appropriate strategy.

Monitor the efficient use of fuel, electricity and water, carrying out meter readings as necessary.

Other duties

Receipt and portorage of light goods and materials, including the delivery of milk and fruit to classrooms

Setting out and clearing of furniture for assembly and other functions as required.

The effective operation of the school's policy regarding use of premises, including oversight and monitoring of all lettings.

- Use and development of ICT to support efficient and effective practice.
- The post holder must at all times carry out his/her responsibilities with due regard to the Academy's policy, organisation and arrangements for Health and Safety at Work.

Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

Any changes arising will take account of salary and status. They will also be subject to discussion and individuals or sections affected and with appropriate trade unions.

The Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.