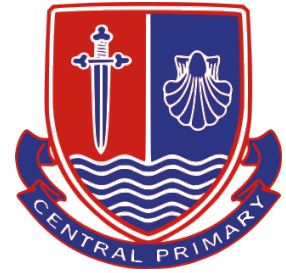


# Central Primary School



## Site Manager

### Job Description

**Salary scale:** H4

**Responsible to:** Headteacher/Business Manager

### Purpose of the job

Responsible for the security of the premises and related health and safety, maintenance and cleaning within the school.

### Key responsibilities

- Ensure that buildings and the site are secure, including during out of school hours and taking remedial action if required.
- Act as a designated key holder, providing out of hours and emergency access to the school site.
- Arrange tenders and quotes and manage the appointment of external contractors.
- Arrange for regular general maintenance or safety checks within specialist areas such as heating, lighting and plumbing to ensure safe and effective operation.
- Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
- Responsible for regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
- Operate and be responsible for regular maintenance checks such as heating, cooling, lighting and security (including CCTV and alarms) and follow-up actions.
- Contribute to the management of the premises budget.
- Provide advice on the annual long term maintenance requirements to support a cost-effective maintenance programme
- Be responsible for other site staff including cleaning staff and grounds persons.
- Undertake minor repairs (i.e., not requiring qualified craftsman) and maintenance of the buildings and site.
- Arrange emergency repairs.
- Monitor materials and stock and/order supplies.
- Undertake general portage duties, including moving furniture and equipment within the school.
- Undertake risk assessments, ensure compliance within the school with all health and safety COSHH regulations.
- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
- Liaise with other school staff/departments on premises issues.

### Individuals in this role may also undertake some or all of the following:

1. Provide training on health and safety issues to other staff.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

### Job Context

- The premises department have responsibility in the school for the smooth running of the premises. The school site is used extensively, both for curriculum activities and for community purposes by external hirers. The school is potentially available for approved activities throughout the year (7 days a week, 52 weeks a year).
- The department are primarily tasked with ensuring the site is clean, presentable, safe and secure for all those that use it in any capacity.
- Regular contact with other site and facilities staff, teaching staff, senior leadership team, external contractors (orally and in writing); advisory and training in relation to cleaning and other facilities staff for both development and on boarding.
- Job holder has the autonomy to make decisions within established procedures, plans work and deals with unexpected problems. Ensures maintenance procedures are followed. Decides on whether to undertake minor repairs, prioritisation of contractors and suppliers.
- Oversee maintenance work; regularly required to reprioritise tasks.

#### Knowledge, Skills & Abilities

- Theoretical knowledge of policies and procedures for premises security, repairs and maintenance, technical knowledge and understanding of heating, lighting and security systems, ordering of supplies, commissioning contractors, facilities management, health and safety, and supervision.
- Manual dexterity in operating equipment and minor repair work.

#### **Supervision**

- Job holder has the autonomy to make decisions within established procedures, plans work and deals with unexpected problems. Ensures maintenance procedures are followed. Decides on whether to undertake minor repairs, prioritisation of contractors and suppliers.
- Provides advice and makes recommendations to the senior leadership team on longer term maintenance of the school site. Recommendations can have a significant long-term impact on the school.
- Management responsibility for cleaning and maintenance staff and contractors whilst on site.

#### **Problems, Demands & Decisions**

- Through the oversight of maintenance work is regularly required to reprioritise tasks to ensure that the site is kept functional.
- Planning preventative maintenance programmes, analyses and planning the nature and extent of repairs and maintenance and procure contractors.

#### **Dimensions**

- Responsible for the overall security of the school premises, the selection and/ordering of equipment and materials within premises/facilities budget, and equipment maintenance policies that impact on the whole school. Advisory responsibility in respect of maintenance and shared contributory responsibility in relation to health and safety policies.

#### **Physical Effort**

- Requires occasional short periods of physical effort such as bending and stretching and using tools and equipment.

#### **Working Environment**

- Works occasionally exposed to conditions that are generally unpleasant, hot, cold, wet, noisy, and dirty or that involve some measurable physical risk.

## **Review of duties**

The specific duties attached to any individual teacher are subject to annual review and may, after discussion with the teacher, be changed.

Signed \_\_\_\_\_

Date \_\_\_\_\_