

## Peartree Site Manager Job Description

<b>Post:</b>	Site Manager
<b>Pay range:</b>	H5 (9 – 14) (35 hours per week) £25,119 - £27,334 per annum

Ivy is a charity whose purpose is to provide education for the public benefit – this vision is based on four principles: Ivy is one family; Good education is a birth right; Make it easy to make a difference; Local leaders know best.

### Overall purpose of the post:

To be responsible, under the general supervision and direction of the Head of School, for the effective maintenance and development of Peartree Primary School premises and grounds.

### Main duties and responsibilities

- The security of the School buildings and grounds
- The maintenance and repair of fittings, furniture and non-electrical equipment
- The maintenance and decoration of certain aspects of the School buildings
- The monitoring of the heating plant for the School
- The cleaning, maintenance and development of external areas of the site
- General portorage duties as required
- The cleaning of certain areas within the School
- The cleaning of windows and glazed areas in accordance with the Trust's safety policy
- To act as a first line client representative in monitoring the performance of contracted Staff
- Keeping electronic records of all checks and inspections in a timely manner
- Completing and reviewing Risk Assessments linked to the site

### Duties:

#### Security of Site and Premises

As delegated by the Head of School and in co-operation with Cleaning Services staff.

- Opening the School premises at an appropriate time when legitimate access is required
  1. Deactivating intruder alarm systems; unlocking gates and external/internal doors
  2. Checking that the premises have not been damaged
- Securing the School premises at the end of each day when its facilities are no longer required
  1. Checking that all occupants have vacated the Site
  2. Ensuring that all windows are closed and locked
  3. Ensuring that all unnecessary lights and electrical equipment are switched off
  4. Locking all secure areas, external doors and gates

5. Activating intruder alarm systems

6. Ensuring the safe keeping of the keys to the premises

- Providing access to the School for authorised personnel or appropriate services outside the normal hours of opening in the event of an emergency
- Taking appropriate action regarding trespassers, including informing the Head of School, Chair of Governors, Central Team or Police, as appropriate
- Carrying out regular inspections to ensure that the School premises comply with Health & Safety requirements at all times, referring more serious matters to the Head of School or Central Team for action to be taken
- Supervising lettings, including: - cleaning all hired rooms and setting out furniture prior to the letting, as necessary; ensuring that all fire doors are unlocked and clear and that all hirers are aware of the evacuation procedure; welcoming hirers onto the Site and monitoring security and the condition of the toilets during the letting, taking remedial action as necessary; checking the condition of the rooms at the end of the letting, cleaning as necessary; securing the buildings and site

### **Maintenance, Repairs and Decoration**

- Inspecting the School site and premises, on a regular basis, to identify the need for repairs or improvements; undertaking these and referring matters to the Head of School for remedial action to be taken where appropriate. (Appendix 1 provides a list of some of the items to be inspected)
- Carrying out regular inspections, testing and servicing of ancillary equipment, e.g. fire alarm systems, to ensure that they are in an operational condition, referring matters to the Head of School for remedial action to be taken where appropriate
- Carrying out repairs to property, fixtures, fittings, furniture and non-electrical equipment in order to maintain them in an operational condition, referring matters to the Head of School for remedial action to be taken where appropriate. (Appendix 2 provides a list of some of the items to be covered by these requirements)
- Assisting in the production of maintenance plans for the internal/external decoration of the School
- Undertaking the work subject to relevant Health & Safety regulations
- Cleaning diffusers and shades and replacing light bulbs and tubes where accessible, as necessary, up to a height of 3 metres (or above that height with the aid of access equipment but only after the relevant training has been undertaken). Checking on a regular basis for broken diffusers and shades etc; undertaking minor repairs/replacements in compliance with the trust's safety guide, referring matters to the Head of School for remedial action to be taken as necessary
- Ensuring that all drains, gutters, gullies and gratings are free flowing and clean
- Clearing any blockages where possible, referring matters to the Head of School for remedial action to be taken where necessary
- Undertaking repairs to existing fencing where necessary
- Ensuring proper access to and exit from the School site for contractors and directing them to the location of items or areas requiring repair or maintenance; monitoring the satisfactory completion of repair and maintenance work, referring matters to the Head of School, as necessary

### **Heating and Mechanical Services**

Acquiring and updating an understanding of heating equipment. To be able to express a first line description of faults; ensuring that routine maintenance is undertaken as necessary and appropriate. (see Appendix 3)

### **Cleaning and Care of Premises and Grounds**

- Ensuring that the School grounds, premises and furnishings are cleaned to a satisfactory standard in accordance with set requirements and methods
- Ensuring, within the budgetary provision available, a proper supply of appropriate cleaning materials and basic equipment, ordering replacements as necessary. Also, controlling a specified maintenance budget
- Monitoring the performance and standards achieved by the contracted cleaning and grounds maintenance staff. Liaising directly with their supervisors, referring difficulties or failings to the Head of School to enable appropriate action to be taken
- Ensuring that all hard-covered areas and paths on the School site are free from litter, weeds and the excessive accumulation of dirt or leaves. Emptying and cleaning, on a regular basis, all litter bins and baskets
- Moving dustbins for the disposal of refuse as appropriate; disposing of refuse by proper means and cleaning dustbin areas
- Where appropriate, cleaning and maintaining sand pits and paddling pools in accordance with the appropriate instructions
- Carrying out emergency cleaning measures, as necessary, following storms, floods, break-ins, vandalism and body spillages
- Checking on a regular basis that adequate supplies of soap, toilet rolls, towels and similar materials are available throughout the School, replenishing these as necessary
- Carrying out regular maintenance cleaning of toilet areas throughout the day as requested by the Head of School
- Removing unsightly litter from grassed areas and shrub beds of the School. General gardening duties including planting seeds, digging flower beds, pruning, weeding, strimming, mowing and pitch marking. Also, to include cleaning and maintaining any pond areas
- Cleaning windows and glazed areas both internally and externally in accordance with the trust's safety policy

### **Porterage and General Duties**

- Removing, laying out, stacking and transporting furniture and equipment within the school as and when required
- Receiving, storing and distributing all stores, materials and other goods. Making appropriate arrangements for the dispatch or collection of goods from the School
- Attending appropriate training courses as may be required from time to time
- Completing appropriate paperwork and obtaining estimates for repairs. Placing orders on behalf of the Head of School, where sanctioned
- Clearing snow/ice from paths, as necessary, to provide safe pedestrian access to the School sites and between buildings
- Receiving queries by telephone for areas of responsibility e.g. lettings
- Ensuring that all work is undertaken in accordance with general and specified Health & Safety requirements

- Issuing accident report forms to visitors to the School site in the event of an accident
- Undertaking other appropriate duties, the Head of School may assign in order to maintain the effective day to day operation of the premises

## **APPENDIX 1**

### **JOB DESCRIPTION FOR SITE MANAGER** **ITEMS REQUIRING REGULAR INSPECTION**

1. Roofs for defects including flashings and blocked or defective gutters and down pipes (in accordance with the Trust's safety policy)
2. Walls for cracks, loose or defective copings and brickwork (in accordance with the Trust's safety policy)
3. Facings, window/door frames, door seals and windows and doors in general.
4. Toilet areas for leaks etc.
5. Boundary fences and gates for dangerous conditions
6. Footpaths, paving, playgrounds and kerbs for dangerous and uneven surfaces
7. Walls and ceilings for damp patches, loose panels, cracks and defective fittings
8. Window fasteners and door locks/hinges/handles for defects
9. Floor coverings for defects
10. Taps and drinking fountains for operation and the temperature of the water. Also, the operation of any warm air hand-driers and incinerators on site
11. Manholes and gullies for structural damage, cracks or looseness
12. Fire alarms and call points, fire fighting equipment, smoke alarms and security lighting (to be inspected weekly)

## **APPENDIX 2**

### **JOB DESCRIPTION FOR SITE MANAGER** **ITEMS REQUIRING REPAIR/MAINTENANCE WORK**

1. Plumbing repairs including: unblocking sinks, toilets, urinals etc.; and replacing tap washers
2. Repairing or fitting shelving, notice boards and chalk boards etc.
3. Repairing door handles/latches/locks and window fastenings and adjusting ill-fitting doors
4. Repairing tables, desks, chairs etc. and replacing broken coat hooks
5. Replacing towel and soap dispensers, basin plugs and basin/toilet chains. Securing and making safe toilet seats
6. Making safe broken glass and windows while effecting temporary repairs
7. Removing/replacing damaged and hazardous floor tiles. Replacing wall tiles
8. Replacing light bulbs and damaged light diffusers
9. Turning off water supply in event of emergencies
10. Checking and adjusting ball valves in cisterns. Replacing float and arm in water storage tanks where accessible
11. Winding and adjusting clocks and replacing batteries
12. Attending to curtains and blinds, including fixing curtain tracks and taking down/rehanging for cleaning and repair (in accordance with the trust's safety policy)
13. Cleaning out gutters, down pipes and roof outlets in accordance with the trust's safety policy
14. Decorating, including wallpapering. Painting ceilings, walls, windows and woodwork in accordance with the trust's safety policy. Patch plastering and minor brickwork

## **APPENDIX 3**

### **JOB DESCRIPTION FOR SITE MANAGER** **THE OPERATION OF THE HEATING PLANT**

1. Checking heating plant for leaks (oil, gas, water), checking insulation for defects and ensuring appropriate remedial action is taken
2. Notifying the Head of School, Chair of Governors or the Authority's Asset Management Team of any malfunction of the system without delay

**All staff will:**

- Promote equality of opportunity
- Follow safeguarding guidelines and child protection policy/procedures
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal
- Promote positive attitudes and behaviour
- Be committed to achieving the Trust values
- Promote the Trust in the community
- Work in partnership with all colleagues including the Trust Board/ LGBs
- Support Codes of Professional Ethics/Safe Practice in the Staff Handbook
- Have regard for and act in accordance with Health and Safety policy/practice
- Celebrate success of pupils and staff

The post holder shall ensure that the duties of the post are undertaken with due regard of the Trust's policies and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

The job description should not be viewed as a comprehensive description of the post. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to:

- Comply with any reasonable request from those in a position of authority to undertake work of a similar level that is not specified in this job description
- Work with and alongside other staff to ensure that the Trust provides the best possible outcomes for all children

Person Specification	
<b>Post</b>	Site Manager
<b>Pay range</b>	H5 (9 – 14) (35 hours per week) £25,119 - £27,334 per annum

Essential	Desirable
<ul style="list-style-type: none"> <li>● Experience of supervising staff and liaising with contractors and outside agencies.</li> <li>● Previous experience of monitoring and controlling fixed budgets.</li> <li>● Awareness of Health &amp; Safety issues.</li> <li>● Commitment to the welfare and safeguarding of children.</li> <li>● Ability to work on own initiative and to be flexible.</li> <li>● Good interpersonal skills.</li> <li>● Experience of working around children.</li> <li>● Previous employment experience in maintenance, thus gaining extensive skills and knowledge in carpentry, plumbing and painting &amp; decorating.</li> </ul>	<ul style="list-style-type: none"> <li>● Previous employment experience in security and cleaning.</li> <li>● Knowledge of general grounds maintenance.</li> <li>● A current full driving licence.</li> </ul>