



Willow Grove Primary School

JOB DESCRIPTION FOR SITE MANAGER

Principal Responsibilities

- Act as a designated key holder and be responsible for the school premises and be responsible for the routine and non-routine (emergency) opening and closing of the premises.
- To report trespass, theft or unauthorised parking of vehicles to the Headteacher.
- Ensure that buildings and the site are secure, including during out of school hours and taking remedial action if required including arranging emergency repairs.
- Regular supervisory responsibility for work of other premises staff which may include line management responsibility.
- Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
- Under the direction of the Trust CFO, operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms).
- Undertake minor repairs to site, furniture and fittings (ie not requiring a craftsman) and maintenance of the buildings and site, which may include handling small amounts of cash for the purchase of materials to carry out repairs.

Work Profile

- Assist with the procurement of quotes for routine maintenance work on school premises.
- Manage and maintain health and safety of the building, including scheduling and monitoring regular checks and following up any recommended actions.
- Support with school events such as parents' evenings.
- Manage other site staff such as cleaners where appropriate.
- Monitor consumables/stock and order supplies.
- Undertake general portering duties, including moving furniture and equipment within the school.
- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to the Trust CFO immediately.
- Undertake regularly health and safety checks of buildings, grounds, fixtures and fittings (including compliance with fire safety regulations) and equipment, in line with other schedules.
- Adhere to the school, Trust, local and national authorities' guidelines and exercise professional discretion at all times.
- Be aware of, and comply with, policies and procedure relating to child protection, health, safety and security, confidentiality and GDPR regulations, reporting all concerns immediately to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Manage staff training relating to Health and Safety such as Fire Training.
- Contribute to the overall ethos/work/aims of the school and Trust.
- Attend relevant meetings as required.



- To maintain confidentiality.
- The role of the Site Manager requires occasional short periods of physical effort such as bending and stretching as well as using tools and equipment.
- Work is occasionally exposed to conditions that are generally unpleasant; hot, cold, wet, noisy, dirty or that involve some measurable physical risk.

All Trust employees are also expected to:

- Work effectively as part of the whole school team, support other colleagues in their roles and participate in relevant training and professional development.
- Ensure health and safety and good behaviour of pupils at all times.
- Ensure that safety guidelines are followed and report any defects or damaged equipment and environment.
- Demonstrate and assist others in safe and effective use of specialist equipment/materials.
- Contribute to the overall ethos and aims of the school.

Conditions of Service:

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Any convictions/cautions acquired during employment with Kingsbridge Educational Trust or one of its schools must be reported to the Headteacher of your current school.

Kingsbridge Educational Trust are committed to safeguarding and promoting the welfare of children and young people. All employees and volunteers are expected to share this commitment, to follow the Trust/School's safeguarding policies and procedures and to behave appropriately towards children and young people at all times.

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List DBS check.