



# THE DOWNLEY SCHOOL

"Learning, Growing and Succeeding Together"



## JOB DESCRIPTION

**POST:** Site Manager

**GRADE:** Range 3, FTE (£24,310 – £26,295) , depending in experience.

**CONTRACT:** Mon – Thurs - 09:00 – 17:00, Friday 9.00 – 16.30, 37 hours per week. 52  
Week Per Year

25 Days per year Holiday & 8 bank holidays

**RESPONSIBLE TO:** Headteacher, Line manager SBM

*All staff have responsibility to take reasonable care for the Health and Safety of themselves and others when undertaking their work. All staff are responsible for cooperating with the LEA, school governors and Headteacher on all matters relating to health and safety by complying with The Downley School's Health and Safety Policy.*

**PURPOSE OF ROLE:** Under the general direction of the Headteacher and School Business Manager, provide efficient services and processes that allow the whole school to operate safely and securely within a healthy environment.

This position is a varied and often practical role. It requires a proactive and motivated individual who can act on their own initiative with minimal supervision. In addition to good maintenance skills, you need to be flexible and able to respond to the changing demands.

- Security of the school building and site
- Ensuring that Health and Safety regulations are followed throughout the school
- Maintenance of the school buildings and grounds to a high standard
- Porterage duties e.g. moving and unpacking delivery boxes

### **SECURITY:**

- To be a designated key holder
- To be the first contact for emergency calls outside of core hours
- Undertake risk assessments relating to the school buildings and the school grounds, to ensure that pupils, staff and other users have a healthy and safe workplace or facility to use
- Develop and oversee effective security systems and procedures throughout the building and premises e.g records of all site allocated keys
- To alert the HT of any risk to a breach of security and deal with any incident affecting security as directed
- Review the site to check for hazards, damages and intruders
- Ensure that lighting is kept in good working order
- Open and close the school for evening use at times arranged by the Headteacher and School Business Manager
- Monitoring and administering CCTV system
- Checking and securing the school premises subsequent to out of hours intruder alarm activation



# THE DOWNLEY SCHOOL

*"Learning, Growing and Succeeding Together"*



## **HEALTH AND SAFETY:**

- Act as the Health and Safety Co-ordinator for all H&S (including COSHH) within the school and undertake all relevant training
- Ensure the compliance with the Buckinghamshire Council's and school's H&S policies to ensure the safety of pupils, staff and other school users
- Ensure that all working practices comply with current legislation
- Conduct regular H&S and risk assessment inspections throughout the school
- Be proactive in reducing the potential for H&S issues arising
- To act as the schools nominated "Asbestos Officer" and "Legionella controller"
- Provide safe access to the school in the event of snow, ice or flooding – this may require flexibility of start time in Winter
- Ensure that fire alarms are checked weekly
- Fire warden duties in conjunction with the HT/SBM
- Ensure paperwork/records are maintained and accurately completed for all aspects of H&S e.g. legionella checks, fire alarm testing
- Responsible for arrangements relating to the collection and safe disposal of all waste materials and equipment
- Ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and hygiene standards and regulations are met
- Ensure PAT testing is carried out annually by contractor and records retained
- Ensure that all escape routes and potentially hazardous areas are kept clear from obstruction.
- Maintain play areas and outdoor equipment, checking their condition daily
- Ensure that all visiting contractors act in accordance with the health and safety policies

## **PREMISES MANAGEMENT & MAINTENANCE/REPAIRS:**

- Develop appropriate monitoring procedures to ensure that the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies
- Assist in arranging and overseeing any alterations, redecoration, building and maintenance works, including monitoring the work of contractors
- Carry out repairs and maintenance of the building, fixtures, fittings and furniture, including ensuring light bulbs, fluorescent tubes and starter switches etc. are changed as necessary and fittings are cleaned regularly
- Assist with obtaining and sourcing quotes for works
- Instruct and monitor the gardening contractors to ensure grounds care work undertaken is completed to specified standards and schedule whilst following safe working practice. Liaise with contractor as necessary
- Undertake ground maintenance as necessary
- Establish and maintain a list of repairs / improvements
- Monitor the school heating and hot water systems
- Ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, air conditioning units, fire equipment, and results recorded
- Ensure grounds are kept in a clean safe condition
- Undertake the clearing of paths e.g. clearing of moss, drains, gullies and car park



# THE DOWNLEY SCHOOL

*"Learning, Growing and Succeeding Together"*



Litter picking to ensure grounds are kept in a tidy condition

- To maintain the plant rooms and storage areas in an uncluttered, clean & tidy state at all times
- Ensure that the boiler plant is operating efficiently, taking appropriate action in an event of plant malfunction

## **CLEANING:**

- Monitor the performance & attendance of the contracted cleaning staff to ensure that the relevant work is carried out and to required standards.
- Carry out cleaning as and when required including emergencies e.g. leaks, spills.
- Oversee additional cleaning that is not covered by the in-house cleaners e.g. arrange window cleaning.
- Ensure the school is kept clean and tidy and is conducive to learning.

## **PORTERAGE:**

- Assist with all deliveries to the school, ensuring the correct storage and distribution of all goods, after they have been checked
- Move furniture, equipment, supplies etc. and store in accordance with current health and safety standards
- Arrange for the disposal of redundant furniture and equipment

## **GENERAL DUTIES:**

- Ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards
- Responsible for setting up and clearing away stage, seating, furniture and equipment for end of term assemblies and other school events as necessary
- Collect and dispose of all waste, refuse and surplus materials
- Maintain manual and computerised records and filing systems relating to all areas within your remit.
- Undertake such training as is required to be able to meet the requirements of the post

## **OTHER RESPONSIBILITIES:**

- Maintain a visible, professional profile within the school
- Act in a professional, polite, tactful and diplomatic way at all times to all contacts
- Carry out school policies as documented and/or as directed by the Headteacher/SBM.
- Comply with all relevant legislation and school policies.
- Be aware of the sensitive nature of information learned during the course of duties and to maintain confidentiality at all times.
- Participate in the School's performance management process.
- Responsible for promoting and safeguarding the welfare of children and young people within the school. To be fully aware and understand the duties and responsibilities in relation to child protection and safeguarding children

***This job description describes in general terms the duties and responsibilities which the post holder will be expected to undertake. In addition, duties may vary from time to time at the discretion of the Headteacher. The job description may be changed at any time after consultation with the employee.***



# THE DOWNLEY SCHOOL

*"Learning, Growing and Succeeding Together"*



## PERSON SPECIFICATION

CRITERIA	QUALITIES
<b>Qualifications</b>	<ul style="list-style-type: none"><li>➤ Level 2 Award in Support Work in Schools</li><li>➤ Health and Safety Qualifications</li><li>➤ First aid at work</li><li>➤ COSHH</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>➤ Caretaking</li><li>➤ Building maintenance</li><li>➤ Security, including alarm systems</li><li>➤ Cleaning work</li><li>➤ Some DIY</li><li>➤ Working in a team</li><li>➤ Supervising a small team of staff</li><li>➤ Working with contractors</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>➤ Good knowledge of health and safety regulations</li><li>➤ Ability to work flexibly, independently and as part of a team</li><li>➤ Basic DIY skills</li><li>➤ Ability to plan, organise and prioritise</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li><li>➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li><li>➤ Ability to work under pressure and prioritise effectively</li><li>➤ Commitment to maintaining confidentiality at all times</li><li>➤ Commitment to safeguarding and equality</li><li>➤ Embraces change well</li><li>➤ Deals with difficult situations effectively</li><li>➤ Able to work flexibly and out of school hours as required</li></ul>
<b>Physical requirements</b>	<ul style="list-style-type: none"><li>➤ Be reasonably fit to carry out the duties of the job</li><li>➤ Able to carry out some manual handling and lifting</li><li>➤ Able to carry out work at high levels using appropriate</li></ul>



# THE DOWNLEY SCHOOL

*"Learning, Growing and Succeeding Together"*



CRITERIA	QUALITIES
	equipment

**Notes:**

This job description may be amended at any time in consultation with the postholder.

If you don't have all of the experience listed above but are interested in applying, contact [sbm@thedownleyschool.co.uk](mailto:sbm@thedownleyschool.co.uk).

Last review date: 05.05.2023

**Headteacher/line manager's signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Postholder's signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_