



61 BRYONY ROAD, LONDON. W12 0SP

Headteacher: Alan Campbell

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Job Description: Site Manager

Line Manager: School Business Manager

Pay scale: Scale 6, Point 18-20 (£22,362.66 - £23,174.66)

Hours: 28 hours per week, 52 weeks per year (AYR)

Job Purpose

To provide a comprehensive caretaking service to the school to ensure the environment is safe and secure for pupils

Job Description

You will be required to do any reasonable tasks necessary to perform this role and this job description is not exhaustive.

Main Areas of work:

To ensure that the school premises are cleaned to the approved specification and take overall responsibility for school security and day-to-day maintenance issues.

To manage the caretaking team, including the contractual cleaning team, ensuring adequate cover in the event of holiday or sickness absence.

To attend Senior Leadership Team (SLT) meetings, as appropriate.

To ensure caretaking duties are undertaken in accordance with Health and Safety legislation.

To liaise and maintain relationships with suppliers, contractors and hirers of the school and deal with any problems as they arise.

Manage statutory building compliance

Summary of Responsibilities and Duties

Caretaking tasks can include:

1. Meeting regularly with the School Business Manager (SBM) advising of any maintenance or repair work as necessary.
2. Being responsible for the performance management of the team, setting individual targets and conducting regular reviews to ensure these targets are met.
3. Providing quality induction and on-the-job training to members of the team.
4. Carrying out minor maintenance work / repairs / DIY that does not require employment of a contractor.
5. Arranging for major repairs and works to be carried out including sourcing quotations in consultation with the SBM.
6. Carrying out specified procedures in the event of fire, flood, breaking and entering, accident or major damage. Site Managers are required to know the location of first-aid equipment and facilities.
8. Ensuring all caretaking equipment is in a safe and efficient working condition and take out of use any equipment known to be faulty and arrange repairs, advising the SBM of action taken.
9. Liaising with contractors or external agencies as appropriate regarding access to the site.
10. Directing and supervising contractors to the site for repair and maintenance work. Inspect, monitor and record work performance assisting the SBM or other appropriate manager in ensuring that the work is carried out to the required standard, as appropriate.
11. Responsibility for all building compliance
12. Responsibility for Asset management

Security can include:

1. Ensuring that the building and site are left in a secure situation, which includes locking/ unlocking of school gates and external and internal doors and closing windows.
2. Registering as a key holder and being a point of contact in an emergency callout situation.
3. Being responsible for ensuring routine as well as the emergency opening and closing of school premises and grounds. Where possible, ensure access in the event of snow, flooding or other emergency situations.

4. Alerting the SBM of any risk to a breach of security.
5. Contact and direct the appropriate services in the event of the following emergencies: fire, flood, break-in, vandalism, accident.
6. Ensuring that the intruder alarm and the CCTV are kept in good order and maintained regularly.
7. Opening and closing the school site each day.
8. Patrolling the site to check for hazards, damages and intruders.
9. Preventing the trespassing and unauthorised parking on the school premises.

Health and Safety can include:

1. Undertaking termly Health & Safety inspections with the SBM, acting upon any issues highlighted.
2. Carrying out the testing on the fire alarm system on a weekly basis, recording results in the Fire Logbook.
3. Overseeing the maintenance of the fire alarm to ensure it is kept in good order.
4. Ensuring that the emergency lighting is tested, per circuit, on a monthly basis, recording results in the Fire Logbook.
5. Ensure that the schools planned preventative maintenance checks are carried out, including the assessment and control of Legionella risks, by a specialist company in accordance with RBK regulations and accessible records are kept. Periodically de-scale shower heads.
6. Undertake electrical testing of portable equipment within the agreed schedule.
7. Ensure the safe use of all electrical appliances in school.
8. Ensure that all playground inspections are carried out in accordance with guidelines.
9. Ensure that all Display Screen Equipment is tested annually or as appropriate

Cleaning can include:

1. Managing and monitoring the performance and standard of cleaning carried out by the cleaning contractor.
2. Overseeing and arranging all other cleaning which does not fall within the contractual arrangements eg. window cleaning.

3. Liaising with the cleaning contractor supervisor, as necessary, to maintain standards, keeping the SBM informed of any breaches to contract.
4. Supervising the work of the cleaning staff when the contract cleaning Supervisor is absent, ensuring that appropriate training is provided and guidance and support are available when necessary.
5. Ensuring that protective clothing is worn as required and safe working methods are adopted.

Porterage can include:

1. Taking delivery of and distributing any stores, materials and other goods.
2. Moving of furniture and equipment, or any other lifting tasks required by the school.
3. Setting up chairs as required for assemblies and whole school events.
4. Arranging the disposal of any redundant furniture and equipment in accordance with procedures, advising the SBM for removal from the school's Inventory record.
5. Taking delivery of stores, materials, and other goods and storing them.

Grounds maintenance can include:

1. Managing and overseeing the contractual grounds maintenance company.
2. Ensuring that playgrounds, paths and driveways are in a satisfactory clean condition and free from litter.
3. Providing safe and adequate access to the school and classrooms during inclement weather, e.g. flooding, snow etc. as well as clearing and salting paths when necessary.
4. General supervision of the playground, the car park, and open areas surrounding the premises.

Lettings can include:

1. Covering lettings of the school premises as required and in accordance with the Lettings Policy.
2. Letting duties includes opening and locking up and general supervision to ensure that the premises are left in a clean and tidy condition at the end of the letting.

NB: Attendance on site during lettings outside normal working hours will be paid at standard overtime rate.

Building maintenance tasks can include:

1. Arrange a programme of work for renewal/redecoration with the SBM during the autumn term.
2. Carpentry – repairs to doors, windows, broken keys in locks, door closure adjustment, repairs to drawers and furniture.
3. Glazing – temporary repairs, making safe by methods available.
4. Plastering and concrete – repairing patches, floor and steps.
5. Plumbing – pipe freezing, fitting stop taps, other simple plumbing tasks.

Compliance can include:

1. Creating an annual schedule of compliance works for all services to the building and ensuring that all inspections are carried out
2. Implementing actions from annual inspections in a timely fashion
3. Ensuring that best value is adhered to when sourcing contractors
4. Liaising with contractors to ensure works are carried out in a timely fashion
5. Arranging audits annually with relevant parties

Training can include:

1. Attending all whole school INSET days sessions.
2. Attending Health & Safety training courses related to the role.
3. Attending external training course which relate directly to the role.

Miscellaneous can include:

1. Carrying out day to day tasks as reasonably instructed by the SBM.
2. Maintaining confidentiality when necessary.
3. Reporting any incidents/accidents.
4. Making sure that use and storage of chemicals is in accordance with COSHH.

5. Operating in accordance with school policy and in particular to ensure Health & Safety requirements are met.

Whole-school responsibilities

1. Participate in the performance management process agreed in school.
2. To play a full and active part in the life of the school.

General notes

(1) Job descriptions are to be reviewed annually.

(2) The responsibilities listed above are the basic essentials of the post; it is always open to the post-holder to propose ways of extending these responsibilities.

(3) This list is not exhaustive. You may be asked to carry out other reasonable tasks by the Senior Leadership Team

Signed:

Dated:

Person Spec

Have knowledge of COSHH regulations

- Good understanding of Health and Safety Regulations
- Good personal organization and time management skills
- Awareness and understanding of basic safety and security measures

Completed IOSH (Institution of Occupational Safety and Health) training (or willing to do so)

Duties

Keep annual risk assessments and surveys up to date including:

- Fire
- Asbestos management
- Water hygiene and legionella
- Formally trained to carry out legionella testing and risk assessments

Ensure any remedial works generated from the risk assessments/surveys are carried out promptly (by self or external contractors)

Carry out formal (weekly) monitoring of school site including buildings, fixtures, equipment, grounds and boundaries in order to identify and log Health and Safety issues and minor maintenance works.

Keep an effective record and monitoring system for all aspects of H&S and maintenance works

Report on plans and progress (termly)

Exercise judgement and initiative in dealing with the day to days problems pertaining to school buildings and the safe operation of the school (within the defined objectives)