

**George Tomlinson Primary School**

**JOB DESCRIPTION: Site Service Manager**

*Terms of Employment: Full Time - 40 Hours / 52 weeks*

*Grade Range: SO1 – SO2 (Dependent on level of experience)*

*Salary Range: £33,351 - £37,038 – 36 hrs per week* ***(£37,061.11 - £41,153.33 - 40hrs per week)***

*Responsible to: School Business Manager / Head teacher / Senior Leadership Team.*

*Responsible for*: May supervise a small team of Cleaners/Cleaner in Charge/Assistant Site Services Officer

***Core Duties and Responsibilities:***

# Under the guidance of appropriate senior staff - be responsible for maintenance, security and facilities management services on school site and premises

# Provide specialist support in a specific resource area.

# Be responsible for the maintenance of a clean and hygienic school interior and exterior.

1. To lead on all Health and Safety related activities and ensure compliance with legislation and risk assessment procedures
2. To be responsible for the security of the site and building both in term time, school holidays **and out of hours call-outs where necessary.**

***Key External Contacts***

* Contractors and suppliers
* Facilities providers
* Parents
* General Public

***Key Internal Contacts***

* Head Teacher/Site Manager
* Caretaking staff
* Cleaners
* Staff
* Pupils

**Major Tasks**, **Duties and Responsibilities**

***1 Key Activities - Operational***

**Security**

* Lock/unlock school buildings and areas
* Undertake regular security checks and identify security risks
* Monitor fire safety equipment and carry out fire drills
* Monitor lock down alarm and carry out lockdown drills
* Operate and respond to alarm systems where appropriate
* Monitor CCTV or surveillance equipment where appropriate
* Liaise with police, security and surveillance contractors
* Provide emergency access to the school site

**Maintenance**

* Undertake appropriate building repairs e.g. redecorating and fixing broken fittings
* To organise and carry out minor outdoor duties across school site eg weeding, grass cutting
* To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for your school.
* To organise and carry out minor decoration programme as agreed with the headteacher/SBM
* To organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves, fixing doors and hinges etc. as agreed with the headteacher/SBM
* To be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions
* Operation and maintenance of heating plant and lighting systems
* To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records
* Undertake regular site inspections, risk assessments and safety audits, addressing any identified areas for improvement.
* Identify defects and record repair and maintenance requirements
* Keep fixtures, fittings and furniture in a good state of repair
* Collect and assemble waste for collection
* Undertake cleaning duties such as graffiti removal, litter-picking
* Undertake specialist cleaning tasks
* Provide emergency access to the school site
* Coordinate deliveries to the school site
* Monitor performance of contracts and record performance against specified standards
* Liaise with contractors
* Ensure that specialist sports equipment is maintained in accordance with specified standards
* Supervising of other cleaners
* Provide training for staff

***2 Key Activities - Resources***

* To advise on matters relating to energy control and conservation
* Contribute to planning, development and organisation of systems/procedures/policies
* Be responsible for maintaining records, information and data, producing analysis and reports as required using IT software eg, Every

##### Create and maintain a purposeful, orderly and productive working environment

* Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials

# To undertake safety audits of the premises and assist with relevant risk assessments as required

##### Promote and ensure the health and safety of pupils, staff and visitors at all times

***3 Key Activities – Organisation & Supervisory***

##### Demonstrate and assist in the safe and effective use of specialist equipment/materials

##### Provide specialist advice and guidance as required

* Portering duties e.g. deliveries, moving furniture and equipment
* Monitor and manage stock within an agreed budget, cataloguing resources & undertaking audits as required
* Direct/supervise cleaning and/or site staff and ensure cleaning is in accordance with specification
* Liaison with the school meals service contractors in relation to their use of the site and provision of their service, where appropriate.

***4 Key Activities - Responsibilities***

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
* Contribute to the overall ethos/work/aims of the school
* Participate in training and other learning activities as required
* Recognise own strengths and areas of expertise and use these to advise and support others
* Assist in the supervision, training and development of staff
* Ensure compliance by self and others with all health and safety policies and procedures
* Ensure safe use by self and others of equipment and materials
* Establish constructive relationships and communication with contractors and other agencies/professionals
* To be responsible, in conjunction with the finance team, for the administration and control of appropriate areas of the budget
* Attend and participate in regular meetings
* Treat all users of the school with courtesy and consideration
* Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
* Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times
* Working alongside SLT to complete actions on School Development Plan and Climate Action Plan

***5 Key Activities – Out of Hours and emergencies***

* Prepare the sites and buildings for any major events such as open evenings, Governor meetings, induction sessions and lettings
* To liaise with Community Engagement officer with lettings
* Provide emergency access to the school site if required
* Be the contact point for out of hours emergencies including fault calls, fire, security issues

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by their Head Teacher/Line Manager commensurate with the skills, abilities and grade of the post.

**Other requirements:**

To have an up-to-date Enhanced DBS Disclosure.

**Premises Manager: Person Specification**

Experience

* Handyperson experience
* Caretaking / cleaning / site-keeping experience in a school or similar environment

Qualifications

* Willingness to undertake induction training
* Good literacy and numeracy skills (GCSE or equivalent)
* Specific training in specialist area
* **Recognised Health and safety qualification (or at least willingness to achieve)**

Knowledge, Skills and Abilities

* Good verbal and written skills
* Knowledge of first aid
* IT literate with experience in MS Office applications including Outlook, Word and Excel
* Excellent organisational skills
* Ability to remain calm under pressure
* Ability to inspect, supervise and monitor the work of others
* Ability to manage work contracts
* Ability to provide high quality supervision, training and support to Caretaking and Cleaning teams
* Ability to manage own term effectively
* Ability to prioritise, work on initiatives and meet tight deadlines
* Knowledge, awareness of and commitment to equal opportunities policies
* Excellent knowledge and understanding of Health and Safety rules and regulations
* Knowledge of COSHH regulations
* Knowledge of health and hygiene procedures
* Knowledge of moving and handling procedures
* Ability to undertake a wide range of caretaking and cleaning duties

Other

* Fit and able to carry out the duties required of the role
* Be able to drive and hold a clean driver’s licence
* The post holder is required to have an up to date enhanced DBS certificate
* **Willing to undertake additional training relevant to post if/when offered**