**Old Oak Primary Site Manager Job Description**

**Job Title: Site Manager**

# Reporting to: Headteacher/School Business Manager

# Scale 5 - 36 hours a week all year round.

# Main purpose of the job

* To provide a site management service for the school, ensuring that the school premises are maintained in a good state of repair and appearance
* To be primary key holder for the site and take overall responsibility for the security, health and safety and day-to-day maintenance/cleanliness of the school site in line with school policies
* To provide active management of the site to ensure outstanding facilities at all times
* To undertake maintenance and small building works as required
* To participate fully in all aspects of the life of the school, maintaining good relationships with children, parents and visitors
* To be a strong team player in support of the school’s operational objectives

# Main responsibilities and tasks

# Security

# To ensure that the site is left in a secure situation which includes locking/unlocking of school gates, internal and external doors and closing windows

# To respond to emergency call-outs and take action as appropriate

# To alert the Headteacher and/or School Business Manager to any risk to a breach of security

# To ensure alarm systems are kept in good order

# To open and close the school site each day

# To patrol the site to check for hazards, damages and intruders

# Site Management Tasks

* To work with the School Business Manager to develop and carry out a programme of daily/weekly/periodic inspections of the school buildings and environment; to coordinate programmes of planned maintenance to ensure that the school premises are fit for their purpose, to remedy any minor or intermediate defects and to liaise with the SBM on any major building defects
* To be responsible for a regular schedule of inspections throughout the buildings, and action plans for modifications and improvements. Alerting the Business Manager of any work that needs to be undertaken or any issues where health and safety is at risk. This includes lighting, ventilation, time keeping, fire- fighting equipment and heating systems
* To carry out minor alterations and improvements around the school
* To ensure that playgrounds, paths, drains, gullies and driveways are maintained satisfactorily, including the clearing of snow, gritting and salting of pathways and ensuring that paving slabs are in good condition
* To ensure that the plant, heating and ventilation systems, fire alarm and air conditioning systems and any other facility systems are properly operated and are maintained to the correct standard, including automated systems and time clocks
* To ensure that regular monitoring for legionella and fire drills are undertaken and recorded

in consultation with the SBM

* To carry out routine checks on fire alarm systems and emergency lighting
* To regularly inspect and record health and safety walks with the SBM and governing body member responsible for H & Safety
* To identify areas for improvement and carry out such maintenance work and repairs that do not require the employment of a contractor
* To ensure that the premises are kept free from pests and vermin
* Supervision of external contractors on site
* Operating grounds maintenance equipment
* Safe use of hand and power tools plus hired in equipment as required in assisting with the maintenance of the school site and buildings
* To maintain and operate plant equipment

# Compliance

# To work with the SBM to ensure that the school is compliant with all current health and safety legislation, policy and recommended procedures

# To liaise with the SBM the arrangement of all statutory testing of heating, lighting, alarms and mechanical systems

# Cleaning

# To oversee the standard of cleaning throughout the buildings.

* To ensure that stocks of cleaning materials, soap, paper towels etc. are maintained and replenished as necessary
* To supervise the work of the cleaning team checking the quantity and quality of the work and bringing any problems to individual team members’ attention or the headteacher when required

# Ensure that all cleaning materials are stored and utilised in line with COSHH regulations

* Rodding and flushing of blocked drains, sinks and pipes as required

# Lighting and Heating

* To ensure that lighting is kept in good working order
* To order replacement lighting equipment as necessary
* To ensure that the school is adequately heated
* To control the level of heating and ventilating throughout the buildings as required by the school

# Porterage

* To act as porter for deliveries, furniture removals, or any other lifting tasks required by the school and ensure that deliveries are dealt with promptly and items repositioned as required
* To arrange for the disposal of redundant furniture and equipment in accordance with agreed procedures

# Contractors

* To act as the liaison between contractors and the School or external agencies as appropriate, regarding access to the site
* To act as liaison with contractors whilst they are on site, monitoring the progress of the work and ensuring that work is carried out to the required standard, as appropriate
* Liaise with contractors to ensure they are aware of the schools asbestos management plan and survey

# General Duties

* To undertake a commitment to continuing opportunities for further professional development
* To carry out duties in accordance with the Health and Safety at Work Act, adopting safer working practices, in accordance with the safety policy
* To be aware of and comply with policies and procedures of the school including those relating to safeguarding and child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* To contribute to the review of the school policies and procedures as appropriate
* To attend relevant meetings and participate in training opportunities and professional development as required for the effective delivery of the role
* To undertake any other duties as may be required from time to time to ensure the smooth and efficient running of the school, including but not exclusive of, working flexibly to solve issues which may affect the running of the school if necessary beyond the shift and supporting the delivery of extended sports provision and participation
* To undertake general duties such as collection and distribution of mail and dealing with lost property
* To undertake, within reasonable parameters, other duties and responsibilities as required from time to time commensurate with the grade of the post
* To support the School’s values, vision and ethos and model these through day-to-day behaviour
* To provide regular reports and updates to the Headteacher, School Business Manager and Governors on site issues

**Review**

The duties and grade of this post may change over timeand therefore this job description is effective for thecurrent time. It will be reviewed periodically with the post holder and relevant managers and may be subject to change.

**Old Oak Site Manager - Person Specification**

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| --- | --- |
| **Core Competencies** | **Essential****or****Desirable** |
|  | **E or D** | **Application Form** | **Interview** |
| * First Aid Certificate
 | E | A |  |
| * Knowledge of relevant policies/codes of practice/legislation. Especially H&S and equal opportunities
 | E | A | I |
| * Clean driving licence
 | D | A |  |
| * Working as a team member to work flexibly in meeting deadlines and achieve objectives
 | E | A | I |
| * Demonstrate excellent organisational and communication skills
 | E | A |  |
| * Demonstrate a high level of accuracy, attention to detail and a logical approach to problem solving
 | E | A | I |
| * Experience of contributing to the security and maintenance within a school or other environment
 | D | A | I |
| * Experience of liaising with a variety of stakeholders
 | E | A | I |
| * Experience of staff supervision/team leadership
 | D | A | I |
| * Excellent oral and written communication skills
 | **E** | **A** | **I** |
| * Excellent numeracy skills
 | **E** | **A** | **I** |
| * Able to implement solutions to identified problems
 | **E** | **A** | **I** |
| * Able to use initiative and work unsupervised
 | **E** | **A** | **I** |
| * Ability to relate well to children and adults
 | **E** | **A** | **I** |
| * Ability to communicate in a clear way to different audiences
 | **E** | **A** | **I** |
| * Ability to use IT to support work undertaken
 | **E** | **A** | **I** |
| * Ability to work under pressure and prioritise tasks
 | **E** | **A** | **I** |
| * To have due regard for safeguarding and promoting the welfare of children
 | **E** | **A** | **I** |
| * Commitment to equal opportunities
 | **E** | **A** | **I** |
| * Willingness to undertake professional development
 | **E** | **A** | **I** |