

# Job Description

Date of Issue:  
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Ref:

# HR65

ILO

<b>Job Title</b> Site Manager		<b>Thematic Area</b> Harvills Hawthorn Primary School	
<b>Post No.</b> ECS338a	<b>Grade</b> Band D (£26,409 - £30,060 per annum)	<b>Service</b>	<b>Location</b>
<b>Responsible to</b> Head Teacher Business Manager	<b>Contacts</b>	<b>Persons responsible for:</b> <i>(May be presented in the form of an organisation chart)</i> <b>Attach separate sheet</b>	
<b>Working hours</b> 37 hours per week – Split shift 6:30am – 10:00am (9:30am Friday) 2:00pm – 6:00pm		Special conditions Split shift working	
		<b>Conditions of Service</b> NJC	

**This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.**

#### Job Summary

Responsible for the security, improvement, maintenance and cleanliness of the school buildings and grounds.

#### Your current duties and responsibilities are:-

1. The efficient operation of the school site in accordance with the Authority's Policies, individual site policies and in particular those relating to the Health and Safety at Work Act 1974.
2. Unlocking and locking of premises, initial inspection of site for vandalism or items requiring building maintenance. Security of all windows, doors and gates. Switching on/off lights as appropriate.
3. Setting of intruder alarm and initiation of response procedure following alarm activation.
4. Planning in conjunction with the Financial Secretary and Cleaners the allocation of working hours and holidays to ensure adequate cover for the school at all times.

#### Repairs and Maintenance

5. Inspecting the site to identify building defects (service, repair, decoration), the initiation and progression of works orders and the maintenance of appropriate records.
6. To advise the Financial Secretary when work is completed by contractors so that invoices can be passed where satisfactory.
7. Inspecting and carrying out repairs as qualified and the upkeep of decorations and reinstatements to fabric and other fittings where appropriate.
8. Termly visual checks of electrical appliances.
9. Ordering and replacing low level florescent tubes, light bulbs and other fittings as required.
10. Removal of graffiti (excluding that requiring removal by specialists).

11. Inspection and repair of small items of furniture.
12. Small scale carpentry work.
13. The maintenance of records of the servicing of fire fighting equipment.
14. Inspection, checking and cleaning of blockages in sink waste traps, toilet cleanliness, the cleaning of areas affected by body emissions which occurs during normal school hours.
15. Emergency action to minimise the effects resulting from burst pipes, vandalism or fire damage prior to repair or remedial work being undertaken by specialist agencies.

### **Building & Contracts**

16. To discuss and identify with the Head Teacher minor building and decorating work to be done.
17. To liaise with contractors prior to work commencing, during the period of the contract and afterwards if necessary.
18. To advise the Head Teacher when work has been completed satisfactory so that invoices may be passed for payment.

### **Cleaning**

19. To allocate duties to, and monitor the performance of, cleaning staff to ensure high standards of cleaning are maintained throughout the school.
20. Daily cleaning of agreed areas of the school.
21. Ensure toilets are cleaned when necessary, within the Site Manager's working day.
22. Inspect and replenish soap, toilet paper and paper towels.
23. Control of "cleaning materials" and "paper towels" budgets including ordering, distribution and monitoring of materials.
24. Involvement in the recruitment and selection of staff as required by Governors.
25. Certification and submission of related paperwork for all cleaning staff.
26. Training staff in the use of electrical equipment, cleaning chemicals and cleaning procedures in order to undertake all tasks.
27. Take down/re-hang curtains/blinds below 3.5 metres subject to maintenance of safe systems of work, where no specialist contractors are required.
28. Cleaning of interior and exterior windows, as appropriate, using safe working practices.

### **Grounds**

29. Maintain a litter-free environment as far as is practicable, empty external waste bins and remove internal rubbish as necessary.
30. Liaise with Grounds Maintenance Contractors and monitor implementation of the grounds maintenance contract.
31. Clear snow to main routes of access/egress as far as is reasonably practicable.
32. Order resources required and salt main pathways to ensure safe access/egress for pupils and staff.
33. Assist with the development and routine maintenance of agreed aspects of the school grounds.

### **Energy**

34. Care and operation of the heating plant and general cleanliness of the boiler house.
35. The reporting of any defects to the appropriate strategy.

36. Monitor the efficient use of fuel, electricity and water, carrying out meter readings as necessary.

**Other duties**

37. Receipt and portorage of light goods and materials, including the delivery of milk and fruit to classrooms
38. Setting out and clearing of furniture for assembly and other functions as required.
39. The effective operation of the school's policy regarding use of premises, including oversight and monitoring of all lettings.
40. Looking after the school's animals.

**Special Conditions**

41. To participate in the operation of the Council's Appraisal Scheme.
42. It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.
43. Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
44. The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work.