

## JOB DESCRIPTION

<b>SCHOOL:</b>	Village Primary School
<b>POST TITLE:</b>	Site Manager Level 4
<b>GRADE:</b>	G (SCP 9 - 12) 37 Hours Per Week – Whole Year Actual Salary (£25,119 - £26,421) subject to pay award being agreed by unions, to increase pay points by £1290, increased salary of £26,409 – £27,711)
<b>REPORTS TO:</b>	Trust Estates Manager
<b>MAIN PURPOSE:</b>	To work under the direction of the Trust Estates Manager & Head Teacher, having responsibility for the day to day management of the school buildings and grounds. Undertake inspections of the site in respect to appearance, maintenance and Health & Safety. To manage and monitor building cleaning and deal with contractors on site. Supervision of cleaning staff.

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### TASKS:

### RESPONSIBILITIES:

- To ensure that the site and grounds are maintained at all times in a safe, clean and healthy state for pupils, staff and visitors and other users of the site facilities.
- To manage and ensure the security of the academy premises at all times.
- To ensure the lighting and heating of premises are functioning correctly. To liaise with the heating systems controller ensuring the school is adequately heated including for events outside usual hours. To promote energy efficiency.
- To ensure the security of the school's premises and grounds.
- To supervise, monitor and direct the cleaning staff and ensure that the school premises are cleaned in accordance with the cleaning specification. To monitor and direct the work of the cleaners and associated tasks such as completion of timesheets, ordering of materials.
- To carry out first line repairs and maintenance.
- Identify and report preventative maintenance and carry out repairs/works to buildings/grounds/equipment.
- To carry out and keep records of planned preventative maintenance and compliance checks, using the EVERY system.
- To undertake general portering duties.
- To ensure that the premises are open for use as and when required, securing the premises after use.
- To be responsible for supervising and inducting both Trust employees and outside agencies on site with regard to repairs and maintenance of the school building.
- To post inspect and evaluate works carried out on site. If necessary to escalate for remediation.
- To keep colleagues and other stakeholders informed with regard to ongoing and completed repairs and maintenance, using the EVERY system.

### SECURITY ACCESS:

- To be named key holder for the school premises.
- Routine and non-routine opening and securing of buildings and grounds (including patrolling of premises)
- Regular checking of security devices/systems and setting of the alarm system where provided.
- Clear and grit/salt main paths, playgrounds when necessary. Ensure that all outside areas and paths are free from hazard and debris, e.g. glass, leaves, etc
- Assist with fire drill practices.

- Securing windows/doors after damages and ensuring that repairs are carried out in accordance with the Trust's policy, i.e.
  - notify Police of malicious damage, obtaining a crime reference number;
  - request repairs to be carried out.
- Requesting unknown persons on site to furnish proof of ID, to prevent trespass on school premises or grounds, referring to the Head Teacher or other teaching staff or Police, where necessary.

#### **HEALTH & SAFETY:**

- Ensuring that the school premises and furnishing area are safe and in good order (refer to the school's 'Risk Assessment' Guidelines).
- Ensuring that protective clothing is worn and that safe methods of working are adopted, and that Health & Safety rules are adhered to.
- To attend appropriate Health & Safety training courses.
- Ensure that areas involved with sickness are cleaned and disinfected.
- Ensuring that all cupboards and store areas are kept clean and tidy. Cupboards containing harmful substances must be kept in a secure/locked position.

#### **GENERAL MAINTENANCE:**

- Carry out repairs and maintenance of a semi-skilled nature.
- Reporting, via EVERY to the Trust Estates Manager, any repairs and maintenance work required at the school which is beyond the competence of the caretaking staff.
- To direct workmen or contractors to the site of repairs and maintenance work. Inspecting work, and where there is a requirement signing completion notes as necessary.
- Liaising with the school administrators for the requisition of stores and supplies including the appropriate personal hygiene products, e.g. toilet rolls, paper towels etc.
- Checking lamps/florescent tubes and replacing as necessary.
- Carrying out specific procedure in the event of fire, flood, accident or major damage.
- Ensuring that all cleaning equipment is in a safe and efficient working condition
- Emptying bins on a daily basis and ensuring that storage bin areas are kept clean and tidy
- Ensuring that windows are.
- Protecting the premises and sit for after school activities and ensuring that premises/site are prepared for normal school activities. Making the premises available for out of school activities on evenings and at weekends and securing the premises after use. Where this involves overtime working an appropriate payment will be made.

#### **PORTERAGE:**

- Moving furniture and equipment around the school premises, as requested on EVERY.
- Taking delivery of goods ordered by the school and storing if required. Updating colleagues via EVERY.

#### **HEATING SYSTEMS:**

- Operating the heating plant so that the required temperatures are maintained in the school premises and that an adequate supply of hot water is available. Report any failure of the heating plant promptly and ensuring that if such failures occur, the correct emergency procedure is initiated to provide heating for the school.
- Carrying out frost procedures when necessary.
- Carrying out routine procedures of inspection on ancillary equipment and checking that they are in a serviceable condition.
- Duties in connection with the emergency conservation programme (e.g. reading meters – gas, electricity and water) as directed by the Trust Estates Manager.

#### **GROUNDS MAINTENANCE:**

- Ensuring that all hard play areas and paths are clean and free from litter and excrement.

- Ensuring that all drains and gullies are free flowing and clean, and guttering is free of leaves and rubbish.
- Emptying outside litter bins and keeping areas around the school premises litter free.
- Maintenance/care of shrubbery area and bushes within the school grounds and along the perimeter fencing
- To cut all grassed areas surrounding school and maintain grass cutting machines.

#### **SYSTEMS:**

- Manage repairs, tasks and planned preventative maintenance using the EVERY management system and its apps as appropriate. Be proactive to ensure that all compliance activities are carried out on time and chase where necessary.
- Work closely with the school's administrators to ensure that all appropriate documents are provided to the school and stored correctly within EVERY and if required as a paper copy.
- Use EVERY to ensure teachers, colleagues and other stakeholders are kept informed of repairs and maintenance that affects them.
- Be responsible for managing the school's 'Estates' email account in MS Outlook.

#### **OTHER DUTIES:**

- Duties in connection with cleaning and safe storage of design technology, computer and electrical equipment.
- Participate in training and other learning activities and performance development as required. Maintain a personal learning record and keep the Trust informed using EVERY as required.
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time. Encourage others to
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

#### **STAFF SUPERVISION:**

- Supervision of a small team of staff such as cleaners and cleaning contractors. Organise, evaluate and appraise their work.

#### **SAFEGUARDING - PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE**

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

**The main place of work will be Village Primary School. The post holder will be expected to work across all Prince Regent Trust Schools as required.**

**PERSON SPECIFICATION**

**POST TITLE:** Site Manager Level 4  
**GRADE:** G (SCP 9 - 12)

	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS/ TRAINING:</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in training and development opportunities.</li> <li>• Be computer literate and comfortable using a smart phone, tablet, PC or laptop.</li> </ul>	<ul style="list-style-type: none"> <li>• COSHH training</li> <li>• Asbestos Awareness</li> <li>• Gas Regulations</li> <li>• Control of Legionella Regulations</li> <li>• Electrical Regulations</li> <li>• Team Leading or First Line Management Qualification or equivalent</li> <li>• City and Guilds in building or trade skills</li> </ul>
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• DIY experience at a similar level of a semi-skilled craftsman.</li> <li>• Site inspections in respect of appearance, maintenance and Health &amp; Safety</li> <li>• Maintenance of premises including security.</li> <li>• MS Outlook.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with heating systems.</li> <li>• Trade skills</li> <li>• Management and maintenance of premises, including security</li> <li>• Staff supervision</li> <li>• Lone working</li> <li>• MS Office Suite</li> <li>• Working in an educational environment or similar.</li> </ul>
<b>SKILLS/ KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>• Able to prioritise workload.</li> <li>• Ability to work on own initiative and independently</li> <li>• Knowledge of Health &amp; Safety requirements</li> <li>• Understanding of appropriate cleaning methods and standards</li> <li>• Good DIY skills</li> <li>• Ability to follow, understand and comply with instructions on equipment/machinery.</li> <li>• Good written &amp; verbal communication skills and the ability to work effectively with a wide range of people.</li> <li>• Able to calmly deal with emergencies outside normal working hours, following set procedures.</li> <li>• Capable and willing to carry out a physically active and demanding job, often in inclement weather.</li> </ul>	<ul style="list-style-type: none"> <li>• Trade skills</li> <li>• Knowledge of security systems and procedures</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to use basic tools including power tools.</li> </ul>	
<p><b>PERSONAL ATTRIBUTES:</b></p>	<ul style="list-style-type: none"> <li>• Have excellent time keeping.</li> <li>• Pleasant and friendly manner.</li> <li>• Reliable and approachable.</li> <li>• Flexibility.</li> <li>• A commitment to working as part of the whole school team and supporting the vision and aims of the school. Become part of the school community.</li> <li>• A desire to improve the facilities offered to pupils and staff,</li> <li>• Attention to detail.</li> </ul>	