

Directorate:		Section:	St Paul's CE Primary School, Nevile Road
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Job details

Job title:	Site Manager
Grade:	2A
Hours of duty:	36 hours per week (split duty) The post holder should have a flexible approach as cover requirements may include early mornings, evenings and weekends.
Primary purpose of the job:	To be responsible for all aspects of site management, ensuring that the school premises and grounds are safe and secure, and maintained at the highest possible level of cleanliness and appearance. The role involves frontline caretaking, cleaning, security, cleanliness, portering, waste management, monitoring contractors, routine maintenance and refurbishment and minor repairs. All duties are to be carried out within recognised procedures or guidelines to maintain safe working practices in all areas for all staff and pupils, with regard for Health & Safety rules and regulations. Safeguarding The postholder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.

Main Duties and Responsibilities/Accountabilities:

Security

- Be responsible for the opening up and locking up of the building on a daily basis.
- Make sure the gates are opened and locked at appropriate times.
- To check all alarm equipment, setting and resetting alarms and reporting faults to alarm companies.

Health and Safety

- Participate in Health and Safety audits along with the Head of School and/or School Business Manager.
- Undertake regular Health and Safety walks with the School Business Manager, BLO or member of the Governing Board.
- Assist with acting upon the recommendations of Health and Safety audits and walks
- Assist with relevant risk assessments as required.
- Promote and encourage safe working practices for pupils, staff and visitors in accordance with appropriate risk management and health and safety legislation.
- Ensure compliance with LA advice regarding Health and Safety policy and procedures.
- Undertake Health and Safety checks according to schedule and record that these checks have been completed and any remedial action taken.

- Provide a safe and clean environment, both indoors and out, for pupils, staff and visitors in accordance with health & safety requirements.
- Ensure as far as is reasonably practical, that firefighting equipment is effective, that fire exits are free from obstruction and in working order.
- Maintain and update COSHH records.
- Keep up to date with Health & Safety regulations and recommendations and undertake any relevant training.
- Check all playgrounds each morning for litter e.g. glass bottles etc.
- Ensuring that rock salt is used in appropriate areas during adverse weather conditions.

Site Management

- To take a proactive role in the maintenance and monitoring of the fabric of the building.
- To provide access to the building in the event of snow and ice or minor flooding or similar emergency situations.
- Carry out minor repairs of a DIY nature (which do not require specialist knowledge) within the building.
 - (i) Day to day repairs of a minor nature to window frames, doors, skirting boards, plasterwork
 - (ii) Painting and decorating of doors, windows, classrooms, woodwork etc
 - (iii) Removal or painting over all graffiti as and when necessary, in accordance with COSHH regulations
 - (iv) Stripping and resealing of floors as and when necessary
 - (v) Repairing any damaged caused by vandalism as far as possible
- Undertaking minor alteration/improvements which do not affect the structure of the building, e.g. putting up shelves, replacing coat-hooks, hanging pinboards, bookshelves, blinds, fixing curtain rails, hanging curtains etc.
- Liaise with and direct contractors appointed to repair and/or maintain jobs.
- Assist the School Business Manager to manage the maintenance scheduled of facilities.
- Ensure that equipment is in safe working condition, reporting any faulty equipment and other maintenance requirements to the appropriate person.
- To ensure safe disposal of rubbish and waste material.
- Ensure that general maintenance problems, damage or any other relevant problems are reported to the appropriate person.
- Act promptly to solve maintenance issues.
- Ensure drains and gullies are tidy and free of litter.
- Be responsible for stock rotation, issue and re-ordering of cleaning materials ensuring that any data safety sheets are obtained.
- Changing light bulbs, fuses, plugs, tap washers etc. as necessary.
- Ensure that clocks are accurate and wound-up, batteries replaced etc.
- Windows throughout the building to be kept clean.

Cleaning

- Manage external cleaning staff and ensure that the cleaning staff undertake the daily cleaning of the school to a high standard.
- Clean all designated areas following appropriate procedures.
- Ensure correct chemicals are used for cleaning and that all cleaning equipment is properly stored.
- Monitor and manage stock.
- Ensure cleaning supplies and stocks are stored in a lockable area.

Administration

- Keep records of the Health & Safety checks that have been undertaken.
- Ensure that serious accidents occurring outside of normal school hours are reported to the appropriate person.

Porterage

- Be available for general lifting and carrying duties within reason.
- Transfer of goods to the relevant storage area.
- Oversee and undertake the organisation and movement of furniture within the building as needed.

Other

- To undertake all duties in a courteous professional manner.
- To undertake such additional duties as are reasonably commensurate with the level of this post.
- To contribute and demonstrate a commitment to the City Council's Crime and Disorder Reduction Strategy.

The postholder must carry out their duties with full regard to the City Council's Equal Opportunities, Health and Safety and Community Strategy policies.

This job description may be amended at any time following the discussion between the Senior Leadership Team (SLT) and member of staff, and will be reviewed annually in response to the changing needs of the school.

Job title	Grade	Directorate	Location
Site Officer		Children's Services The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.	

Note to applicants

Whilst all criterions below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

(*See grid overleaf)

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	Has up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.	A I
2.	Displays commitment to the protection and safeguarding of children and young people	A I
3.	Ability to undertake minor alterations and repairs within the site.	A I
4.	Knowledge of and experience of cleaning, especially floors.	A I
5.	To act as key holder for the site.	A I
6.	Experience of keeping records e.g. cleaning materials, maintenance schedules, Health and Safety records.	A I
7.	Ability to liaise with contractors, agencies, security personnel etc.	A I
8.	Knowledge about the security of premises.	A I
9.	Basic knowledge of heating, plumbing, electrical systems – good DIY skills.	A I
10.	A basic understanding of Health and Safety issues related to schools.	A I
11.	Conscientious with the ability to work on own initiative, unsupervised and in a pro-active manner along with the ability to work as a member of a team.	A I

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
12.	Effective communication skills and willingness to work in a flexible manner to meet the needs of the site.	A I
13.	Ability to work flexibly to meet the needs of the school, including some evening/weekend work.	

Desirable criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	Willingness to undertake training.	A I
2.	Experience in the use of cleaning machinery.	A I
3.	Experience of supervising cleaning staff.	A I
4.	Knowledge of technical equipment including PA equipment, computer equipment etc.	A I
5.	Understanding of what is required to establish a professional working relationship with staff, parents and children.	A I
6.	Full clean driving licence.	A I

Method of assessment (* M.O.A.)

A = Application form, C = Certificate, E = Exercise, I = Interview, P = Presentation, T = Test, AC = Assessment centre