

Stockport Council Job Description

Cheadle Village Primary School



Job Title: Site Manager

Salary Grade: 4

Department: Schools
Directorate : Children & Young People

Post Reports to: School Business Manager

Post Responsible for: Supervision of Cleaning Staff

Main Purpose of the Job:

The Site Manager will be responsible to the School Business Manager and Headteacher for the maintenance of the school buildings and grounds. The Site Manager will be responsible for the security of the premises and its contents (including the operation of fire and security alarms and keyholder responsibilities), lighting, heating, cleaning of the school and portage duties. In addition, the Site Manager will also be expected to undertake a wide range of administrative and clerical duties.

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:

Major Duties and Responsibilities:

1. Buildings
2. Building Maintenance
3. Grounds
4. Energy Management
5. General

Resources:

The postholder will be responsible for plant, equipment, cleaning materials, school keys and personal protective equipment.

Job Activities:

Supervision

- i) To supervise the cleaning staff

Buildings

- (i) To clean the school in accordance with the Authority's approved methods, frequencies and standards.
- (ii) To assist the Headteacher and School Business Manager in monitoring the cleaning standards achieved by outside contractors on site when necessary.

- (iii) To ensure that the premises are kept secure and safe. Including locking & unlocking and ensuring the alarm is activated and deactivated and premises are secured.
- (iv) To undertake maintenance and handyman duties as appropriate.
- (v) To undertake portage duties.

Lettings

- (i) To assist the Headteacher and School Business Manager in the organisation and arrangement of lettings.
- (ii) Dealing with members of the public on site during lettings.
- (iii) To undertake as appropriate overtime duties related to the use of the premises outside normal working hours.

Building Maintenance

- (i) To undertake regular inspections of the premises to determine the need for repair and maintenance work.
- (ii) To monitor the effectiveness of, and ensure the maintenance of, all heating and service installations.

Grounds

- (i) To ensure that the grounds maintenance works are fully completed.
- (ii) To keep appropriate files to record this.
- (iii) To ensure that the school grounds are free from litter.
- (iv) To monitor the condition of the school fences and gateways and to take appropriate action, with the Headteacher's approval, to repair and improve the perimeters.

Energy Management

- (i) To monitor the fuel used in the school buildings.
- (ii) To ensure that all energy bills are correct in accordance with the readings kept at the school.

Safeguarding

To comply with all the school's policies including Health and Safety and Safeguarding Policies.

General

- (i) To be the main point of contact for contractors during working hours.
- (ii) To use equipment, machinery and cleaning materials as directed and to ensure that such equipment is satisfactorily maintained.
- (iii) To ensure that accidents at work and defects of equipment and machinery are reported to the appropriate sources.
- (iv) To undertake administrative/clerical duties connected with the caretaking and cleaning service i.e. order forms, stock returns, work orders, time sheets, etc.

(v) To undertake such other duties related to the post as may be assigned from time to time.

(vi) To be a contact for any Health and Safety issues that may arise at the school.

This Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff within this area to share this commitment and to have an understanding of the common core skills and knowledge.

To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.

To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council's priorities.

To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities. Where this occurs, there will be consultation with the employee and any necessary personal development will be considered.