St. Michael's C.E. Primary School

Headteacher:

Mrs. S Dring MABA (Hons)

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Mission, Integrity, Compassion, Honesty, Appreciation, Encouragement, Love

'Immersed in a Christian Community, each individual is encouraged, challenged and nurtured to learn and grow to achieve their full potential.'

Site Manager

Job purpose:	To provide maintenance and security on the school premises as directed ensuring a safe working environment and undertake and oversee cleaning of classrooms and allocated areas as required
Reporting to:	School Business Manager
Responsible for:	Cleaner(s)
Grade:	G4
Gauge Ref:	A23302
Liaising with:	Senior site staff, school business manager, outside contractors
Disclosure level:	Enhanced

Job Outline:

- To maintain the security of the school premises by securing entrances (locking/unlocking), exits and designated areas, reporting potential security breaches.
- To operate fire safety equipment, carry out fire drill and respond to alarm systems where appropriate and to conduct regular routine health and safety checks e.g. fire alarms, legionnaire testing, etc.
- To provide access on occasions to school outside of normal school hours
- To be the main key holder and attend to call outs (outside of school hours) liaising with relevant emergency services if necessary.
- To carry out minor repairs not requiring a contractor and undertake decorating and improvement work as directed by senior staff
- To schedule repairs and arrange emergency repairs with outside contractors and/or LA.
- To operate the heating plant, cooling and lighting systems reporting any faults to the relevant person.
- To undertake emergency/specialist activities/cleaning e.g. gritting, spillages, graffiti removal and litter picking.
- To undertake gardening duties within the school site as required/directed and contribute to the development of a gardening maintenance procedure.
- To organise and participate in the movement of furniture throughout the building and provide a porterage service around the school.
- To monitor, order and manage stock/goods including receipt, distribution, collection and despatch.

- To collect and assemble waste for collection.
- To undertake cleaning duties within allocated areas in line with specified standards.
- To provide basic training to other site staff on the operation/use of domestic and/or industrial cleaning equipment and materials (COSHH).
- To check all designated areas for cleaning to make sure the required standards are met.
- To undertake record keeping as required and prepare cleaning rotas for regular and specialist cleaning.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.

Other specific duties:

- To carry out the duties in the most effective, efficient and economic manner available.
- To continue personal development in the relevant area.
- To participate in the staff review and development appraisal process. Health and Safety Training
- To undertake Health and Safety Training on areas within your remit

Person Specification

Experience

	Essential	Desirable	Source A=Application I=Interview R=References T=Task/Observation P=Presentation
Experience of maintaining buildings to a required standard	E		A,I
Handy person or DIY experience	E		A,I,R,T
Experience of supervising staff		D	A,I
Experience of cleaning building interiors		D	A,I
Previous experience of caretaking/grounds maintenance in a school or similar environment	E		A,I

Training and Qualifications

	Essential	Desirable	Source A=Application I=Interview R=References T=Task/Observation P=Presentation
NVQ Level 2 relevant discipline (Caretaking, Cleaning) or willingness to undertake	E		A
Basic Health & Safety Certificate		D	A
Willingness to undertake relevant training eg COSHH, Health & Safety at work	E		A,I

Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source A=Application I=Interview R=References T=Task/Observation P=Presentation
Understanding of COSHH requirements	E		A,I
Knowledge of health & safety at work regulations eg moving and handling		D	A
Willingness to undertake further relevant training as required.	E		A,I

Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	**Desirable**	**Source** A=Application I=Interview R=References T=Task/Observation P=Presentation
Ability to use/operate a range of equipment relevant to the post	E		A,I,T
Ability to complete routine paperwork and keep accurate records	E		I
Ability to undertake basic DIY tasks	E		A,I
Basic IT Skills	E		A,I,T
Ability to supervise staff		D	A,I
Ability to use initiative to respond to routine problems	E		A,I
Ability to priorities own tasks and those of others	E		A,I
Ability to recognise the importance of ensuring a secure and safe environment	E		A,I
Ability to take direction to complete a range of maintenance/cleaning tasks	E		A,I
Ability to respond to routine maintenance problems	E		I

Legal Issues

	Essential	**Desirable**	**Source** A=Application I=Interview R=References T=Task/Observation P=Presentation
Legally entitled to work in the UK	E		A, I