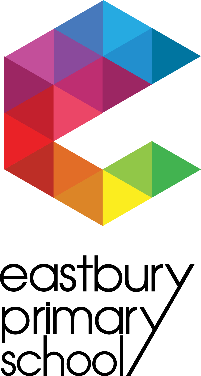
**Job Description**

**POSITION:** SCHOOL SITE MANAGER

**Reporting to:** School Business Manager

**SCALE:** APT&C Scale 5

**HOURS & PAY:** 35 Hours per week, 52 weeks per year

**PURPOSE OF JOB:**

* To maintain the school site working split shift hours (this may be negotiated)
* To maintain security of the Premises.
* To ensure Health & safety and statutory compliance of all buildings are kept compliant
* To monitor the schools maintenance arrangements, including cleaning, grounds and repairs and carrying out cleaning/repair functions as required.
* To be responsible for school lettings working closely with Senior Finance Officer
* To supervise the school caretaking team

**MAIN DUTIES:**

**Premises Security & Site Management**

* Ensure that buildings are secure and intruder alarms activated following vacation by staff and other users.
* Responsibility for ensuring the intruder alarm and fire alarm systems are updated and maintained.
* Ensure windows and doors are in good repair and informing the business manager of any window or door defects which may lead to a breach of security.
* Ensure school is open and adequately staffed by site staff for day to day school activities.
* Dealing with appropriate breaches of security and communicating to relevant staff or emergency services.
* Oversee any reasonable key requests and orders and distribute to stakeholders.
* Locking and unlocking external doors as required.
* Reactively monitor school CCTV system and undertake the relevant training to be able to assist with requests and down load footage when required.
* Ensure and co-ordinate weekly periodic testing of fire alarm system and ensure that lines to the Borough are functioning correctly.
* All premises/site staff to form part of the key holder list – to act as first point of contact.

**Maintenance of School Grounds and Building**

* Responsibility for ensuring the premises and grounds are kept free of litter and are in general condition of tidiness.
* Supervise contractors and undertake regular site inspections monitoring their work.
* Ensure effective communication between staff, contractors and others as appropriate.
* Operating an agreed programme of planned maintenance (PPM).
* Ensure monthly testing of emergency alarms, lighting and record.
* Ensure the efficient operation of heating and lighting throughout the school is adequate and meets Health & Safety Requirements.
* Ensure maintenance of HVAC (Heating, Ventilation and Air Conditioning) systems are checked and monitored each day and ensuring there is adequate hot and cold water.
* Maintain boiler rooms/ Roof areas/ Air Handling units/Extract systems/Air Condensers or Heat Recovery Units working to strict health and safety procedures as directed by the School Business Manager.
* Checking premises are at correct temperature at designated times via Individual Units/Control Panels or/and BMS system.
* Co-ordinate replacing lights, tubes, diffusers, starters where necessary.
* To be proactive and conscious of saving energy and money in the use of school utilities
* Ensure downpipes drains and gullies are free flowing and clean.
* Ensuring the gritting of entrances, steps and paths prior to any forecasted freezing weather.
* Ensure that stocks of grit/salt are maintained.
* Ensuring the removal of snow and other obstructions from main entrances, steps, paths.
* Preventing unauthorised/unsafe parking on school site
* Ensuring fire doors are free of clutter and obstructions
* Carry out any minor tarmac repairs
* Support all Departments in putting up and taking down of external or internal equipment
* Co-ordinate and undertake any reasonable first line repairs as and when required.
  + Plumbing work – repairing leaking pipes, simple installation work, such as plumbing in a new tap or replacing washer etc.
  + Redecorating as appropriate
  + Plastering work such as repairing cracked or broken plaster, e.g. making good damaged walls, following removal of shelving or similar fittings
  + Fencing and boundary repairs e.g. mending broken fencing panels or stakes, repairing holes in chain link fencing
  + Glazing work, such as replacing smaller windows, rebeading or re-puttying glass panes, internal and external
* Ensure all stock is kept up to date and ordered

**Porterage**

* Undertaking/arranging for safe storing and moving of items of furniture, equipment and provisions as required
* Receiving and directing as appropriate all deliveries for the schools
* Keeping up to date records, inventories and forms as required
* Setting up and packing away for all school events and examinations.

**Compliance of Health & Safety**

* Ensuring compliance by periodic inspection of all areas
* Ensuring appropriate signs and notices are displayed
* Ensuring hazards are removed
* Ensuring fire exits are accessible and firefighting equipment is correctly positioned and services
* Ensuring all staff are aware of their responsibilities as appropriate
* To be trained and respond as Fire Wardens for the School
* Undertake weekly L8 Water testing or as required
* Undertake Weekly Fire Door checks/Ladder Checks or any other reasonable statutory requirement as directed by the School Business Manager
* Notify appropriate agencies, via the School Business Manager, where there is a pest control problem

**Cleaning**

* Recording and setting up of systems for the monitoring of all cleaning in the premises.
* To undertake agreed cleaning/Janitorial tasks not included in the schools cleaning specification.
* To ensure all toilet areas remain clean and safe during the school day, replenishing toilet rolls, towels when required.
* Clean up incidences during the day including vomiting, spillages or any reactive janitorial tasks.
* Arrange and carry out emergency cleaning and removal of graffiti
* Perform litter picking duties, both inside and outside the school buildings during the school day to ensure the school remains tidy and safe for all students and staff.

**General**

* Required to carry out all reasonable duties and responsibilities of the post
* Co-ordinate response to all Requests, verbal, email and Facilities Management system
* Ensure Health and Safety requirements are met and recorded for Audit purposes.
* All employees are required to declare any conflict of interest that may arise before or during their employment
* Undergo and meet school conditions for a satisfactory enhanced DBS check
* Must comply with all equality legislation, policies and procedures; actively promoting ways of eradicating and challenging racism, prejudice and discrimination through the schools policies and procedures
* To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Riverside School
* Treating all information acquired through your employment, both formally and informally, in strict confidence
* To demonstrate a commitment to good customer care
* Any other duties of an appropriate level and nature will also be required

**PERSON SPECIFICATION – School Site Manager**

**Knowledge**

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| --- | --- | --- |
| Good standard of English and Maths | Essential | Application form  Interview |
| NVQ in site caretaking or equivalent | Desirable | Certificate |

**Skills and Experience**

|  |  |  |
| --- | --- | --- |
| Experience or demonstrable understanding of the day to day running of a school (security, heating, lighting and maintenance) | Essential | Application Form  References  Interview |
| Ability to maintain records, information and data as appropriate and undertake administrative tasks, using a range of systems | Essential | Application Form  References  Interview |
| Familiar with a wide variety of cleaning tools and equipment or be prepared to undertake training, the ability to follow instructions necessary to operate equipment and use materials relevant to their job. | Essential | Application Form  References  Interview |
| Knowledge and understanding of Health and Safety issues. COSHH and relevant legislation. | Essential | Application Form  References  Interview |
| A practical approach to problem solving. | Essential | Application Form  References  Interview |
| Practical/handyperson skills necessary to undertake general building maintenance, minor repairs, some cleaning and porterage duties. | Essential | Application Form  References  Interview |
| Have the ability for managing others, instructing and communicating expectations. | Essential | Application Form  References  Interview |
| Experience of dealing with primary school children, members of the school community and public. | Desirable | Application Form  References  Interview |
| Hold a valid full UK driving license | Desirable | Application Form  Interview |

**Personal and Professional Competencies**

|  |  |  |
| --- | --- | --- |
| Enjoy working with, and the ability to relate well to children | Essential | References  Interview |
| Ability to follow instructions, organise and prioritise workload. | Essential | Application Form  References  Interview |
| Ability to be self-directed and motivated and work on own initiative. | Essential | Application Form  References  Interview |
| Ability to communicate effectively with all members of the school community and have the ability to work effectively as a key member of the whole school team. | Essential | Application Form  References  Interview |
| Ability to keep accurate records, both paper and electronically based. | Essential | Application Form  References  Interview |
| Reliable, punctual and the ability to work to deadlines. | Essential | Application Form  References  Interview |
| To take on key holding duties for the school/ be a named key holder and respond to emergency call outs. | Essential | Application Form  References  Interview |
| Be ready to manage flexible working hours, to include occasional evening and weekend lettings | Essential | Application Form  Interview |
| Willingness to undertake further training and lead staff training | Essential | Application Form  Interview |
| Awareness of professionalism – confidentiality, equal opportunities, promoting school vision and values. | Essential | Application Form  Interview |
| Awareness of, and willingness to comply with, policies, risk assessments and procedures relating to e.g. safeguarding. | Essential | Application Form  Interview  Mandatory, enhanced DBS  Check |
| Experience of Grounds maintenance | Essential | Application Form  Interview |