



Job Description: Site Manager

Job Description

Job Title: Site Manager

Grade: GR3 (Full-time. All year round)

Start Date: 11th July 2022

1.0 JOB PURPOSE:

- 1.1** To be responsible for the management of the overall provision of custodial, janitorial, and cleaning services at the academy whilst on shift.
- 1.2** To be responsible for the management of the repairs, maintenance and painting and decorating of the school site.

2.0 DUTIES AND RESPONSIBILITIES:

- 2.1** Be responsible for the efficient and effective maintenance of the site.
- 2.2** To assist with the management of building projects.
- 2.3** Responsible for the security of the site and checks of the building outside school hours, including the operation of security alarms and to respond as the first point of contact for out of hours calls.
- 2.4** To be responsible for ensuring that the building is open at the commencement of the morning shift and that it has been secured at the end of the evening shift.
- 2.5** To ensure the building has been checked for vandalism and break-ins when opened at the commencement of the morning shift. Contribution and commitment to ensuring best practice in environmental sustainability.
- 2.7** To supervise cleaning operatives where appropriate and allocate their work and ensure that work is completed in accordance with the specification
- 2.8** Ensure statutory testing renewals are carried out in a timely manner ensuring all remedial works are actioned accordingly.
- 2.9** Ensure that the appropriate materials and equipment on the site are available and ensuring the equipment receives correct repair and maintenance.

- 2.10** To be responsible for repairs and general maintenance. Ensure that areas requiring repair are not a source of danger to the occupants or affect the security of the building with due observance of Health and Safety at Work requirements
- 2.11** Carry out general portering duties for the establishment, within health and safety guidelines
- 2.12** Ensure all outside steps, playgrounds and approaches are kept in a clean condition and all wastepaper receptacles are emptied daily
- 2.13** Regular checks to ensure fire alarms and all firefighting equipment are in working order.
- 2.14** Make main pathways safe after snow/frost by cleaning/salting as appropriate
- 2.15** Undertake individually defined cleaning duties as required including unforeseen cleaning operative absence.
- 2.16** To liaise with users of the building as appropriate to facilitate additional or non-standard usage of the building, outside usual educational hours (e.g. parent consultation, teaching staff, hirers).
- 2.17** Changing light bulbs, fluorescent tubes and ensuring clocks are maintained, that are within a working height of 11 feet.
- 2.18** Keep drain grids clean and free from debris and other litter daily.
- 2.19** Operation of heating plant, reporting any obvious deficiencies in the heating system as a matter of urgency to the Headteacher or Business Manager.
- 2.20** Ensure that all work carried out by themselves or those they supervise as set out in this job description, is completed with due observance to appropriate Health and Safety at Work requirements
- 2.21** To facilitate use of the site for polling purposes
- 2.22** Carry out minor repairs and maintenance to the buildings/grounds which are within the post holder's capability. This excludes major building works.
- 2.23** Where appropriate, to avoid the risks of water contamination, to ensure that all hot and cold-water outlets are turned on after every holiday period where the premises have been substantially unused for one week or more.
- 2.24** To be responsible for the collection of litter from grassed and landscaped areas
- 2.25** To be responsible for the management of health and safety regarding premises and to keep a log of safety issues including maintenance of the fire log.
- 2.26** To liaise with the Business Manager regularly and at least once each half term regarding issues of Health and Safety, ongoing repairs and maintenance and building projects

- 2.27** To adhere to the ethos of the academy.
- 2.27.1** To promote the agreed vision and aims of the academy
 - 2.27.2** To set an example of personal integrity and professionalism
 - 2.27.3** Attendance at appropriate staff meetings
- 2.28** Any other duties as commensurate within the grade to ensure the smooth running of the school.

3.0 SPECIAL CONDITIONS:

- 3.1** To be familiar with, and strictly observe, the requirements of Academy Trust's:
- Safeguarding policy including Child Protection
 - Health and Safety policy
 - Staff Code of Conduct
- 3.2** Hours of work will be 37 hours per week. Full – time.
- 3.3** Working hours will be on a shift basis to be agreed with the Business Manager.

4.0 LINE MANAGER:

The Post Holder will be responsible to the Trust Estates Manager

REVIEW AND AMENDMENT:

This job description is normally subject to an annual review. It may be amended at the request of the Headteacher or the post holder after consultation.

Signed: _____
(Post Holder)

Signed: _____ (Headteacher)

Date: _____