

Hadley Wood Primary School

Job Description

Site Manager



Responsible to: Office Manager, Headteacher and the Governing Body of the School

Hours: Part time, 10.0 hours per week, 41 weeks per year

The needs of the school will require a flexible approach to shift work, including occasional work at weekends for school events.

Job purpose and role:

The Site Manager is responsible for maximising the potential of the school buildings and grounds to include:

- Provide a safe environment for all users of the school site and buildings.
- Improvement, maintenance and cleanliness of the buildings and grounds

Duties:

This job description describes in general term the normal duties that the post holder will be expected to undertake. However, the job described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Principal Responsibilities:

- The efficient operation of the school in accordance with the Governors and LA policies and in particular those relating to Health and Safety.
- To ensure that the buildings are ready for occupation at the agreed times
- To ensure that heating, lighting, furniture, decoration and cleanliness are of the agreed standard
- To carry out daily site inspections and paperwork
- To ensure that at all times the pupils and staff have a clean and safe environment in which to work
- To ensure that all buildings and school site documentation is accurate and up to date
- To liaise with other site contractors as required to ensure the cleanliness, security, health & safety and fire safety meet the required standard.

Specific Responsibilities:

Repairs and Maintenance

- Complete general repairs such as minor plumbing repairs, minor carpentry, minor plastering and painting and decorating
- Inspect the site and grounds, using the documentation provided, completing documentation and reporting to the School Office Manager
- Identify any necessary repairs and maintenance promptly and efficiently
- Liaise with the schools Health and Safety representatives
- Liaise with contractors prior to and during the repairs and maintenance works to ensure coordination of the School's activities and to avoid disruption to the school
- Ensure that contractors conform to Health and Safety standards to protect themselves and other site users

Management of the school site

- Ensure that the waste bin compound is kept in a clean, orderly and safe state.
- Maintain a safe and pleasant and litter free environment by emptying external rubbish bins on the school site daily
- Sweep all playgrounds including the MUGA, outdoor areas and school pathways daily to ensure they remain free from litter and leaves
- Undertake light gardening duties and ensure school buildings, entrance areas and playgrounds are free from rubbish/leaves daily
- Ensure paths and external surfaces are safe, eg. gritting as needed
- Attend inspections by Premises Governor/external Health & Safety Inspector as required.

- Discuss and identify with the Office Manager/Headteacher, building and decorating work required and carry out as part of the ongoing maintenance cycle
- Liaise with all agencies on particular requirements relating to the building, including the LA
- Obtain quotes for the relevant building or contractor work and liaise with Office Manager and School Finance Manager
- Check emergency lighting daily – replace blown / faulty tubes and record in a log book daily
- Ensure main routes into school are clear and safe for pupils and staff. This includes the use of grit / salt when required and ensuring grit / salt are stored appropriately
- Set up outside equipment if needed by teachers and other staff
- Carry out grounds maintenance work, except for that work covered in Grounds Maintenance Contract / Service Level Agreement

Cleaning

- Clean all light fittings (corridors and classrooms) on a regular basis
- Arrange purchase of cleaning materials / equipment, including the toilet rolls, soap and paper towels, and store appropriately
- Clean school toilets and other areas throughout the day, if required, and replenish soap, toilet rolls and paper towels on a daily basis.
- Maintain clean and tidy stores
- Clean internal and external windows and doors where necessary
- Clean external signs
- Remove graffiti

Health & Safety

- Test fire alarms and manual call points weekly, using documentation provided
- Complete whole school fire evacuation on a termly basis
- Liaise with other site users regarding fire drills, etc.
- Carry out regular health and safety checks relating to legionnaire testing, playground equipment, emergency lighting and hazards around school. Identify any potentially unsafe practices and report findings to the Office Manager.
- Maintain Health & Safety Records and Fire Record Book
- Ensure any chemicals or harmful substances are stored according to the requirements of COSHH.

Other General Duties

- Ensure that all equipment and tools used are properly maintained and in good working order and maintained according to any statutory requirements.
- Report any need for repair or maintenance work to the School Office Manager
- Monitoring and ordering an adequate stock of appropriate materials and equipment as required
- General portage duties including movement of furniture, equipment, waste (ad hoc) and deliveries within the school.
- Welcoming and liaising with contractors on site to ensure minimum disruption to the work of the school.
- Setting out and clearing of furniture for assembly and other functions as required
- Removal of internal rubbish, cardboard boxes, large amounts of paper etc
- Carry out other duties that the Head Teacher or School Office Manager may from time to time ask the post holder to perform
- Attend other relevant training appropriate to the role

Support for the School

- Duties should be carried out in the most effective, efficient and economic manner available.
- To play an active role in the life of the school.
- 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
- To undertake Health and Safety Training on areas within your remit.
- The school premises may be used during evenings and weekends for school activities and by outside hirers. The postholder will be expected, by mutual agreement with the Headteacher, to attend during lettings. A flexible approach to working patterns is, therefore, required. Additional payments for work outside of hours may be made dependent on the nature of the activity or letting.

The post holder must at all times carry out his responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at work. The post holder will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of the school.

Working Practice

- To perform other tasks as requested, within the expertise of the post holder
- The post holder must at all times take a pride in the school site and in their own general appearance
- The post holder must comply with Council's Equal Opportunities Policy, Health and Safety policy and No Smoking policy

Safeguarding

Everyone who works at Hadley Wood Primary School has the responsibility for promoting the safeguarding and welfare of children in line with school policies and by following the school's code of conduct at all times

Commitment to Safeguarding Children

- To follow the school's safeguarding policy and procedures.
- To be aware of the signs and symptoms of abuse and the wider safeguarding agenda by attending relevant training.
- To record all concerns using the school's Safeguarding online portal and follow the school's safeguarding procedures if there is a disclosure.
- To ensure the safety of all pupils in the school learning environment both indoor and outdoor.
- To carry out appropriate risk assessments prior to activities.

Hadley Wood Primary School is committed to Safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post requires an enhanced DBS check.

DBS

Because of the nature of the job, it will be necessary for an Enhanced criminal record Disclosure to be undertaken (DBS). Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences, this post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exceptions) (Amendments)

Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.