

## GENERIC JOB DESCRIPTION

POST TITLE: Site Manager

POST NO:

GRADE: Grade 7

CONTRACTUAL  
ARRANGEMENTS:

ACCOUNTABLE TO:

### **PURPOSE OF THE JOB**

- To be responsible for the security, safety, cleanliness and general maintenance of the school site and grounds
- To line manage the cleaning and assistant site management staff

### **KEY ACCOUNTABILITIES**

1. To be the principal key holder, responsible for access to, and security of, the school site including emergency and out of hours call-outs as required
2. To supervise, train and performance manage the assistant site management and cleaning staff;
3. To ensure that the school site is cleaned and maintained to a high standard. This will involve arranging, undertaking and/or overseeing deep cleaning of the buildings during school closure periods;
4. To create and maintain a safe environment, ensuring that Health and Safety Regulations and Safe Working Procedures are adhered to and Risk Assessments and H&S inspections are carried out at appropriate intervals.
5. To check and maintain the Fire Alarm, ensure that Fire Doors are operating correctly, and to organise and oversee the termly Fire Drill;
6. To check the building daily for break-ins, vandalism and damage and to organise emergency repairs to make the school safe;

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7. To ensure that all the major utilities (heating, lighting, water etc) are operating correctly, that equipment and appliances are switched on and off at the appropriate times and that minor repairs and upkeep (e.g. changing of light bulbs) is carried out;
8. To prepare a prioritised annual plan of maintenance work, with estimated costs, for discussion with the Headteacher.
9. To act as the key contact/liaison point for external contractors/maintenance operatives, and to ensure that all works are completed satisfactorily;
10. To undertake (or oversee as applicable) a rolling programme of internal redecoration and to carry out minor repair and maintenance work, within the scope of the postholder's competence, as required;
11. To manage and monitor the Repairs and Maintenance budget;
12. To order caretaking and cleaning supplies within the allocated budget limits; to keep supplies safely and securely; and to ensure that consumables (soap, toilet rolls, hand towels etc) are replaced when required;
13. To compile and maintain a complete and up to date record of all external organisations which have a maintenance contract with the school;
14. To prepare and present a report on site management/buildings issues to the relevant Governing Body Committee, as and when directed by the Headteacher;
15. To prepare areas for school-related functions and activities, moving and setting up furniture and equipment as required;
16. To ensure the safety and cleanliness of outside areas, including clearing drains, removing litter and overseeing work carried out by grounds maintenance contractors;
17. To ensure the safety of the site during periods of bad weather, including clearing paths of snow, ice and fallen leaves and applying rock salt when required;
18. To take responsibility for out of hours lettings during evenings/weekends as required. (This duty will attract additional pay).

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### **Supporting the school**

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
3. Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.

### **OTHER DUTIES:**

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.