

Chaddesley Corbett Endowed Primary School
JOB DESCRIPTION

POST TITLE:	Site Manager
DIRECTORATE:	Children's Services
SCALE:	Grade 4
CONDITIONS OF SERVICE:	Full time 30 hours per week
REPORTING TO:	Headteacher
RESPONSIBLE FOR:	Cleaning staff (full or shared responsibility)

MAIN PURPOSES OF ROLE:

- To maintain a clean, attractive, secure and welcoming site through a process of regular cleaning and routine and scheduled maintenance of buildings, grounds, fixtures and fittings.
- The line management of all premises and cleaning staff, including their induction and training.

CONDITIONS OF EMPLOYMENT:

- The post holder will work the designated hours during each day. The way that the day is split will be agreed between the post holder and the Head teacher.
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body.
- To uphold the school's policy in respect to safeguarding and child protection matters.
- The post holder will have to pass a full DBS check.
- The post holder will be First Aid at Work qualified.
- The job description allocates duties and responsibilities, but does not (with the exception of parking) direct the particular amount of time to be spent on carrying them out and no part may be so construed.

DUTIES AND RESPONSIBILITIES:

- **Operational**

- ❖ To establish and maintain good working relationships with all pupils, parents/carers, colleagues, contractors and other professionals.
- ❖ To be responsible for the security of the premises and its contents in the absence of the Headteacher and deputy Headteacher, or any other designated responsible person.
- ❖ To ensure that the school is unlocked before the school day begins and secured afterwards.
- ❖ To report as appropriate any breaches of security and ensure that any resultant damage is remedied properly and promptly.
- ❖ To act as keyholder and to be available for call-outs out of normal working hours.
- ❖ To coordinate car parking facilities on the school site, helping with traffic-flow and safe guidance of pupils to and from cars at the start and end of the school day (8.30am-9.00am and 3.15pm-3.45pm).
- ❖ To organise and carry out portering duties.
- ❖ To organise and monitor cleaning staff workloads including cover for absences, delegating tasks appropriately.
- ❖ To organise for the regular laundering of tea-towels and reusable cleaning cloths.
- ❖ To control and monitor stocks of materials, cleaning equipment and protective clothing as required.
- ❖ To keep all caretaking cleaning equipment in a clean, safe and working condition.
- ❖ To ensure maintenance and functioning of the school's heating and utility systems/services.
- ❖ Reviewing buildings and facilities to identify where improvements can be made to energy efficiency.
- ❖ To maintain an up to date location plan of all turn valves/switches for utilities.
- ❖ To co-ordinate the evacuation and search of the school premises as required, liaising with the Headteacher. Maintain relevant evacuation reports.
- ❖ To undertake lettings as agreed with the Headteacher.
- ❖ To ensure, in conjunction with the Headteacher and School Bursar, that all Health and Safety procedures and requirements are being resourced and met, so recognising the health, safety and welfare of all premises users and visitors, including contractors.

- ❖ To produce half termly monitoring report for Finance, Personnel and Resources committee and attend meetings if required to.
- ❖ To ensure that the required documentation and reporting of incidents including accidents are fulfilled.
- ❖ To notify appropriate agencies of issues and make necessary arrangements such as a pest/vermin problem.
- ❖ To produce and implement an annual maintenance plan which identifies and schedules service contracts and long term non-recurring, short term cyclical and preventative work.
- ❖ To draw up and maintain a premises maintenance plan in liaison with School Bursar which prioritises the work required and project costs.
- ❖ To personally undertake minor repairs and maintenance tasks which are within the post holder's competence and identified as such, arranging for other repairs to be carried out, and organising emergency response to vandalism damage.
- ❖ To ensure all deliveries to the school are securely stored and distributed at the first available opportunity following delivery.
- ❖ To ensure that fire alarm systems are audited by the contractors and records kept.

- **Personnel**

- ❖ To supervise and participate in the daily cleaning of the school and ensure all cleaners carry out their duties in the agreed areas of the school to the right standard.
- ❖ To identify training needs of premises and cleaning staff.
- ❖ To maintain attendance and training records for premises and cleaning staff.
- ❖ To be involved in the recruitment of premises and cleaning staff when required.

- **Repairs and Maintenance**

- ❖ Ordering and replacing bulbs, fittings, and other parts linked to the lighting system to ensure it works effectively, and as required, the maintenance of appropriate records.
- ❖ Daily inspection of the site to identify building defects, the initiation and progression of works orders and maintenance of records.

- ❖ Termly visual check of electrical systems and annual PAT testing.
- ❖ To operate the fire and burglar alarms as directed and help maintain records of fire safety procedures.
- ❖ Operate the heating system as directed.
- ❖ Be responsible for the use, maintenance and security of plant, machinery and equipment based at the school.
- ❖ To undertake basic handy person duties as necessary (e.g. replacing light bulbs, securing broken windows and doors, repairing broken furniture).

- **Cleaning**

- ❖ To ensure at all times the pupils and staff have a clean, hygienic and safe environment within which to work.
- ❖ To undertake cleaning duties as specified in the School's Cleaning Schedule including toilets, kitchen, vacuum and dust surfaces, empty bins and remove to collection point.
- ❖ To order, through the Headteacher/Bursar, and monitor supplies of cleaning materials and equipment.
- ❖ Ensure training in the use of electrical equipment (HASAW), cleaning chemicals (COSHH) and cleaning procedures to undertake all tasks is kept up to date.
- ❖ Inspection and replacement of soap, toilet paper and paper towels including ordering supplies and the maintenance of appropriate records.
- ❖ To undertake cleaning duties which occur during the school day, that cannot be left to cleaning staff at the end of the day.
- ❖ To immediately clear up any hazards to pupils and staff (i.e. spilt chemicals, broken glass, bodily fluids).
- ❖ Report on the quality of any cleaning undertaken by contract cleaners/contractors.

- **Grounds and External Areas**

- ❖ Maintenance of a litter free environment as far as practicable. Emptying external waste bins and removal of internal rubbish as necessary.
- ❖ Liaise with ground maintenance contractors and monitor implementation of the ground maintenance contract. This will include ensuring that the ground is prepared and lines painted in preparation for Sports Day each year.

- ❖ Periodically remove weeds from borders in front of school and in the quad behind the library.
- ❖ Prune and trim shrubs and hedges as appropriate.
- ❖ Apply weed killer to block paving, gutters and paved areas.
- ❖ Between March and October cut the grass areas at the front of the school and strim the edges. Strim the bank and amphitheatre at appropriate intervals.
- ❖ Maintain a stock of fuel and oil for garden machinery. Get machinery serviced when necessary.
- ❖ Remove weeds from sedum roof and apply fertiliser annually.
- ❖ Monitor any build-up of dirt and debris on solar panels and clean accordingly.
- ❖ External windows to be cleaned annually except for main entrance area which should be cleaned on a termly basis.
- ❖ Sweep and wipe entrance area as and when required. Jet wash paving and guttering to remove any stains or moss.
- ❖ Arrange for street cleaner to clean playground, roads and car park areas annually.
- ❖ To organise and/or personally undertake the removal of snow and other obstructions from entrances, steps, access pathways etc., maintaining adequate stocks of salt and sand.
- ❖ Disinfection of drains, power flushing through drains annually and clearing grids.

- **General**

- ❖ To undertake first aid training and responsibilities as required.
- ❖ To seek, consider, and act upon professional support and advice as required.
- ❖ To keep up to date with relevant legislation and regulations including Health and Safety, Control of Substances Hazardous to Health (COSHH) developments and water testing, communicate relevant information to staff.
- ❖ To work with the School Eco Council to encourage and manage recycling throughout the school.

To undertake any other duties, training or tasks which may be reasonably required and which are consistent with the general level of responsibility of this job.

SUPERVISORY RESPONSIBILITY

Cleaning Staff

SUPERVISION RECEIVED

Headteacher

PRINCIPAL CONTACTS

Pupils, Headteacher, Classroom Teachers, Learning Assistants, Administrative Staff, Cleaners and Contractors.

Signed.....(post holder) Date.....

Signed.....(Headteacher) Date.....

Date Reviewed Next Review Date.....