

Brampton Village Primary School

Name:

Date:

Title of post: Site Manager

Post level: Level 3 – 20/25 hours a week

Purpose of the job:

To ensure the security, care and availability of the building, furniture, fittings and equipment: to ensure a satisfactory physical environment and to promote the efficient use of the School's assets to support the objectives of the centre.

Responsible to: The School Business Manager

Main Responsibilities:

To manage the day to day maintenance of the school site - the management of site security arrangements, the monitoring of health & safety and energy, the management of the maintenance and decoration of buildings and upkeep and appearance of site.

The Operational role of the Site Manager

To ensure the security, care and availability of the school building, furniture, fittings and equipment; to ensure that the physical environment is to a high standard.

The Site Manager's Senior Caretaker's direct activities are limited to situations where safe access can be obtained and suitable tools are available.

Main tasks

Supervision

1. Plan the work allocation of himself and the assistant caretaker to meet the requirements of the school. Guide and train staff as necessary; maintain a good working atmosphere, deal with problems and see that work is done.
2. Monitor the upkeep of the grounds, and ensure that high standards of repair are maintained. Undertake emergency cleaning in the absence of cleaning staff and non-routine cleaning as required.

Security

Take responsibility for ensuring the building, contents and grounds are secured:

4. Implement routine security arrangements to prevent/deter unauthorised access to the site & buildings and to minimise theft and vandalism
5. Maintain a register of keys issued on the instructions of the Headteacher and act as a named key holder contact.
6. Unlock gates and entrance doors and check as far as possible that the grounds and premises have not been disturbed. Switch on lights and open windows as might be required

7. At the end of the day - walk around premises, checking that windows are closed, lights switched off and internal doors locked, as might be required. Lock external doors & gates
8. Provide such access to the school as may reasonably be required outside normal hours of opening, including access in the event of flood, snow or other similar emergencies
9. Provide access to the building and grounds to authorised persons at all reasonable times
10. Carry out procedures in the event of fire, flood, breaking and entering accident or major damage

Site Maintenance

11. Maintain a constant awareness of the physical condition of the grounds, buildings, furniture and take appropriate steps to ensure maintenance and repairs where necessary. Undertake routine inspections and procedures as appropriate, but at least monthly.
12. Carry out maintenance and repairs to the building, furniture, fixtures and fittings within the scope of a competent Handyperson – painting, decorating, minor electrical repairs, carpentry.
13. Maintain regular contact with the staff of the school and with contractors including the school's outsourced cleaning contractors.
14. Draw to the attention of the School Business Manager, by completing the relevant documentation or otherwise, any repairs or maintenance work which is beyond the competence and responsibility of the caretaking team
15. Direct workmen and contractors to the site of repair and maintenance work and inspect the work of contractors where there is a requirement to sign a satisfaction note
16. Replace light bulbs, florescent tubes etc.
17. Carry out routine procedures and inspection of ancillary equipment e.g. pumps batteries, window blinds etc.
18. Ensure all drains and gullies are free-flowing and clean, clearing blockages where these occur
19. Ensure all caretaking and cleaning equipment is in a safe and working condition
20. Operate the heating plants so that the required temperatures are maintained in the school premises and that an adequate supply of hot water is available. Carry out frost protection procedures according to procedures laid down
21. Monitor the usage of energy, including the keeping of records of consumption and the identification of trends. Meter readings to be completed at least monthly.
22. Ensure all hard areas, grassed areas, beds, borders and grounds are free from litter and excessive accumulations of dirt and rubbish
23. Empty litter baskets and bins. Dispose of all rubbish and cleanliness of dustbin areas. Put out bins for collection according to schedule agreed with contractor/council.

24. Ensure that adequate supplies of site consumables and hygiene products (toilet rolls, soap, paper towels) are available, ordering further stocks

25. Where applicable, carry out some cleaning work, generally using machinery, as allocated. During periods of school closure, the cleaning work may include special tasks, including the use of step-ladders in accordance with the Governors guidelines, and other non routine cleaning.

General Caretaking Duties

26. Prepare for before and after school activities, clearing and (in specific circumstances) cleaning up after these activities within the normal hours of work including lettings and community use in these hours. Lay out of furniture and other equipment for events when requested

27. Take responsibility for the delivery of cleaning materials and other goods, signing for, storing and or moving them within the school as required.

28. Replenish soap, toilet rolls, sanitary goods and towels

Health and Safety

29. Take appropriate remedial action or report working practices or unsafe conditions that may contravene the Health & Safety at Work Act and the Fire Precautions Regulations

30. Have a sound working knowledge of COSHH and comply with Health and Safety legislation, policies and procedures

31. Undertake regular, routine testing of the fire alarm and other security equipment

Carry out miscellaneous duties of a practical nature as circumstances demand, or at the reasonable request of the Headteacher or School Business Manager.