

# **JOB DESCRIPTION**

Form JD1

JOB TITLE: Site Manager Level 3				POST NUMBER: E****650		
REPORTS TO (Job Title):				Head Teacher/Deputy Head/Other designated member of staff		
DEPARTMENT: School				GRADE: 6		
JE REF:			0130	PANEL DATE:	070208	
1.						
	To make sure that the buildings and grounds are in proper working order, maintaining a safe working environment for all users of the facility.					
2.	COF	RE RESPONSIBILITIES, TASKS & DUTIES:				
	i.		and organise the wo ning of schools.	rk of staff involved ir	the maintenance	
	ii.	To act as keyholder as first point of contact for access to school premises out of hours.				
	iii.	To carry	out minor repairs egos, lighting tubes and faults requiring sp	d unblocking sinks a	nd drains and	
	iv.	To carry	out checks ensuring nage are working ad	g lighting, heating, ho	ot water, toilets	
	V.	To make and take when ch	sure the premises and any gra In away, and any gra Ildren are ill or have	are clean and that ru affiti is removed. Incl accidents.	bbish is collected udes cleaning up	
	vi.		tain the grounds and and clearance of sno		•	
	vii.		sponsible for orderin			
	viii.	monitorii acceptin	sponsible for the sec ng of surveillance eq g deliveries and che ble for supervising o	uipment and intrude cking off receipt of g	r alarms. Includes loods. May be	
	ix.	Unlockin	out security checks g and securing of buschool activities outs	uildings which may in	nclude roomhire	
	Х.		re the safe storage of appropriate recor		oplies and the	

xi.	To make sure that all fire safety and health and safety regulations		
	are adhered to eg testing of fire equipment and following the rules		
	for evacuating the buildings and grounds.		
xii.	To be responsible for the planning of maintenance of plant and		
	equipment eg portable appliance testing, boilers.		
xiii.	Arranging furniture and preparing rooms for meetings and activities		
	and clearing away afterwards.		

# 3. SUPERVISION / MANAGEMENT OF PEOPLE No. reporting –

#### Direct:

Manages or supervises other support staff – usually up to 5 staff

#### Indirect:

Contact with contractors in respect of access, security, progress against their contract/programme of work and general conduct whilst on site.

#### 4. | CREATIVITY & INNOVATION

The work is generally covered by guidelines and policies but does require the postholder to be involved in the improvement of systems and the development of procedures within their areas of responsibility.

#### 5. CONTACTS & RELATIONSHIPS

#### Internal

Comes into regular contact with cleaning staff and other staff. Most issues will usually be on well established matters.

#### External

Comes into contact with suppliers and contractors, Education, planning and building professionals, parents, members of the public, the Fire Service and Police service.

Most of the relationships are straightforward although there may be a need for the postholder to negotiate with contractors over site access, balancing the need to minimise disruption to school activities whilst still allowing building projects to progress according to the programme.

### 6. **DECISIONS – discretion & consequences**

#### Discretion

Makes decisions about the day to day running of the school premises within clearly defined procedures. Many decisions are dictated or influenced by risk assessment, Health and Safety legislation and school protocols.

#### Consequences

Ensures the efficient operation of the school site with minimal disruption to the provision of education. Also ensures that the premises are available for hire if required which may provide additional income for the

school.

## 7. RESOURCES – financial & equipment

(Not budget, and not including desktop equipment.)

Keyholder responsible for the proper use and safekeeping of school buildings and grounds, plant and machinery, may also include vehicles eg school minibus.

# 8. WORK ENVIRONMENT – work demands, physical demands, working conditions & work context

#### Work demands

The work is subject to change and interruption.

### **Physical demands**

Work requires normal physical effort with periods of substantial effort involved in the maintenance of the entire site.

#### Working conditions

Work involves significant elements of inside or outside work involving some exposure to unpleasant or difficult surroundings eg ladder work, boiler house, drains etc

#### Work context

May involve contact with potentially hazardous substances eg chemicals, hypodermic needles but training and protective equipment is given where appropriate.

#### 9. KNOWLEDGE & SKILLS

The post holder needs a good level of practical skills in the following areas:

- Buildings and grounds maintenance
- Safe use of ladders and platforms
- Manual handling techniques
- Fire safety measures
- Security issues (including re-programming alarms)
- Safe use of power tools
- Boiler maintenance
- Locksmith techniques
- Cleaning and maintenance of floor coverings and use of specialist equipment

Needs to have a good awareness and knowledge of:

- Health & Safety legislation and the practical implications
- Safe disposal of sharps
- COSHH issues
- Electrical safety
- CYC procurement /contractor lists
- Waste disposal procedures

