



Multi School - Site Manager

Job Description

Post	Site Manager
Grade & Salary	G5 (£18,745 - £21,268 FTE)
Responsible to:	School Business Manager (SBM) (or Head Teacher in SBM absence)
Core Purpose	<p>Working as part of the premises team, the Site Manager will coordinate and carry out a range of duties, to ensure safety, security, maintenance and cleanliness of the site and premises. The post holder will have specific responsibility for the carrying out and recording of regular Health and Safety Checks and being the main part of contact for Health and Safety.</p> <p>The post holder will be responsible for supervising caretaking & cleaning staff and supervising contracted cleaning staff.</p>
Key Tasks & Responsibilities	<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Maintain the security of the premises and its contents, including the operation of fire and burglar alarms. • Be a trustworthy key holder responsible for the open and close of the site. • Be responsible for the cleanliness of the premises. • To assist with inspection of the heating plant on a daily basis, carry out minor maintenance and report other defects. (Items of minor maintenance should be carried out if within the capability of the Caretaker and if the appropriate tools are available in the school). • Provide routine development and maintenance i.e. minor decoration, repairs and those tasks which would not normally require the services of an outside contractor. • Attend to the heating and lighting of the premises and maintain the required equipment. • Be available to attend the school in cases of emergency outside the working week e.g. intruders, fire, weather damage. • To sweep all external hard surface areas, remove weeds from between slabs and at edge of building, clear leaves and litter from drain covers and disinfect drains. • To clear paths of snow and spread salt as required for the health and safety of pupils and staff • To receive deliveries and carry out portorage duties in any area of the site to include removal or rearrangement of furniture within the school.

	<ul style="list-style-type: none"> • To assist with handyman duties which are within the capability of the Caretaker and for which the appropriate tools are available in school, and to report defects of the fabric of the building. • To remove litter from all areas within the school grounds and within the premises. • To clear any blockage, spillage or other hazard arising during the course of the school day. • To assist with administrative duties, for example submit job orders, order cleaning materials, under the direction of the Headteacher, • If necessary to attend out of normal working hours any emergency situation which may arise. • To attend evening lettings when required. • Liaise with outside agencies/ contractors as necessary to carry out additional work. • Work effectively with the Academy to ensure services, resources and equipment represents value for money within the school's budgetary parameters. • To work within the detail of the school's Health, Safety and Welfare Policy. • To have responsibility for the day to day management of health and safety within the school. • To carry out fire and health and safety risk assessments. • To take measures to minimize the possibility of arson and to reduce the opportunity to start fires. • To carry out weekly fire alarms checks and to regularly check fire extinguishers. • To carry out weekly and monthly emergency lighting checks. • To manage security systems and liaise with the overnight security provider and ensure the effective working of the alarm systems. • To manage the school asbestos register as the School Asbestos Duty Holder. • To liaise with the relevant contractors when necessary and ensure that they are aware of the school's Health and safety requirements.
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The post holder will be expected to be flexible in undertaking the duties and responsibilities attached to this post. Travel between sites will be required.

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time-to-time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school