



'What we learn with pleasure we never forget'

SUFFOLK COUNTY COUNCIL
CARLTON COLVILLE PRIMARY SCHOOL

JOB DESCRIPTION

ROLE: Site Manager
GRADE: 4 (below the bar)

LEVEL DESCRIPTION

The post holder will have a proactive role in ensuring that school buildings facilities, site services and lettings programmes are maintained and operated to specific standards under the direction of Business Manager or Headteacher.

All duties are carried out within recognised procedures or guidelines.

The post holder will often be the first point of contact with school contractors.

Visitors and hirers will be required to support and promote the corporate image of the school.

There will be a need to interpret information or situations and to resolve varied problems.

The post holder will contribute to the strategic development of the premises; ensuring site maintenance and building projects are undertaken efficiently and effectively.

The post holder may occasionally be expected to undertake split shifts to meet the needs of school.

To attend and maintain safeguarding training as part of the school's Child Protection and Safeguarding policy.

INTRODUCTION

The holder of this post will be responsible to the Headteacher and Business Manager.

The post holder will assist in managing a small team of premises staff with support from the Business Manager.

PARTICULAR DUTIES

Supervision

- Supervising and supporting of caretaking/cleaning staff.
- Allocation and prioritisation of workloads.
- Development and training e.g. COSHH training & manual handling training (caretakers & cleaners).
- Identify personal CPD needs. E.g. legionella testing, swimming pool testing, pool plant operation course, relevant electrical courses.

Security

- Ensure that practices and procedures defined for the total security and safe use of school premises are complied with.
- Manage the site security and take a pro-active role in identifying and implementing improvements when necessary.
- Be a keyholder and on call in the event of emergencies.
- Undertake daily site checks as part of the unlocking and locking up procedures.

Premises Management

- Ensure routine building and site maintenance work is undertaken as required.
- Assist with planning and organisation of school refurbishment programmes.
- To plan and liaise with school staff, contractors, premises services, LA Property Team and Architects as required.
- Ensure all plant and equipment is maintained to the required standard.
- Ensure all outside services are maintained, including drains and hard areas.
- Monitor the standards of cleaning and grounds maintenance.
- Contribute towards the school Health and Safety policies, ensuring they are implemented and closely monitored.
- Ensure all Health and Safety checks are undertaken and recorded.
- To ensure all risk assessments/COSHH assessments, cleaning risk assessments are implemented and followed.
- To undertake toolbox talks/method statements as required.
- Ensure that energy and conservation policy and procedures are complied with.
- Looking after the cleaner's day to day needs, auditing, restocking and replenishing their cleaning products.
- Keep all site logs up to date these include: premises, asbestos, fire log, water test log, swimming pool.
- Maintain a small budget for essential repairs, under the guidance of the Business Manager
- Assembly of furniture and fitting of shelves, cupboards etc.
- Operation of the site security alarm.
- To managing half-termly fire drills, recording the time taken to evacuate and register all children/adults.
- Ensuring all fire doors are fit for purpose.

- Maintain the operation of the school swimming pool, documenting all test results.
- To be efficient with saving energy across the school e.g. turning lights off, saving water, managing heating.
- Liaising with school staff, contractors and County Architects when other works are being undertaken on site making sure that jobs are carried out correctly.
- Building items including bespoke projects that the school requires.
- Getting quotes to assist in maintaining best value for the school.
- Keeping playground and paths clear from ice (gritting), leaves and litter.
- General outside tasks including; cleaning windows, gutters, fascia boards
- Recycling and waste control
- All aspects of building maintenance.
- Managing the daily car park policy - including being on duty.
- Lunchtime dining hall- setting up chairs & tables and packing away as required.
- Setting up breakfast club and afterschool club provision - tables & chairs.
- Clean up body fluids as required.
- Being on call to answer emergencies.
- To maintain school grounds including; mole hills, rabbit holes and weeding.

NOTE:

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the Headteacher in the light of those changing requirements and in consultation with the postholder.

In any event the Headteacher reserves the right to amend this job description.

All school staff have a Safeguarding responsibility to provide a safe environment, promoting the welfare of children in order for them to learn and succeed.

All staff must follow the School's Safeguarding Procedures.

Reviewed: December 2017