



Boorley Park Primary



## DRAFT JOB DESCRIPTION

JOB TITLE:	Site Manager
GRADE:	Grade D
WORKING WEEKS/ HOURS:	52 weeks; 37 hours per week
TIMES WORKED:	Example of hours are:- Monday to Thursday - 7.00am – 10.00am and 2.30pm to 7.00pm Friday - 7.00am – 10.00am and 2.30pm to 6.30pm
BASE:	Site Office – Boorley Park School

### ORGANISATIONAL ARRANGEMENTS:

**Job holder:** To be appointed

**Reports to:** Headteacher/ RAISE Education Trust Estates Manager

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### GENERAL STATEMENT

To represent RAISE Education Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus. To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for RAISE Education Trust employees. Attendance at training courses will be required as part of professional updating.

The holder of this post will work under the day to day direction of the Headteacher/ RAISE Education Trust Estates Manager. Qualities of flexibility and a willingness to provide a quick and efficient service are required.

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### MAIN PURPOSE OF THE ROLE:

To be responsible for all aspects of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes security, cleanliness, portage, monitoring contracts/contractors, routine maintenance and refurbishment, minor repairs, suggesting improvements to the general school environment and to carry out pre-planned maintenance programmes.

Under the direction of the Headteacher and the RAISE Education Trust Estates Manager, and in accordance with the practices and procedures of the School and the Trust, the Site Manager will be responsible for the following:

### GENERAL RESPONSIBILITIES

- Act as first 'keyholder'.
- Be a phone holder for after hours and call outs as necessary.

- To be the Health & Safety coordinator, working alongside the Headteacher/ RAISE Education Trust Estates Manager
- To support the Headteacher in all Health & Safety and site related issues, to oversee all Monitoring & Evaluation, cleaning and grounds contracts.
- To oversee and be point of contact for the cleaning team and other contractors on site as appropriate ensuring DBS guidelines are followed.
- To ensure the school's policies, risk assessments and working procedures are current and up to date.
- To ensure all Health & Safety systems/checks are in place, carrying out all of the required checks and tests at the determined frequency and reporting any discrepancies/faults.
- To undertake basic site maintenance, including plumbing, carpentry and general housekeeping.
- To ensure a clean, tidy and well maintained school environment.
- To ensure all required training is undertaken.

#### **Main Duties:**

- To be the Legionella competent person, undertaking any training required, ensuring that all aspects of the Legionella controls are kept up to date, carrying out water temperature monitoring.
- To be the Asbestos competent person, ensuring that Asbestos is safely managed on site. Advising the Headteacher/ RAISE Education Trust Estates Manager of any concerns.
- To be responsible for the management of security.
- To be responsible for the control of keys (including logging who is issued with which key(s)).
- To ensure that there is a regular check on maintenance and upkeep of school site, including the detection and reporting of building defects and maintaining appropriate records.
- To monitor the condition of furniture, fittings and buildings, grounds and environments and to draw up schedules of repair, maintenance and decoration with Headteacher/ RAISE Education Trust Estates Manager.
- To prepare and maintain work/inspection and testing schedules; standard operating procedures for all maintenance works, inspection and testing of plant, equipment, tools, facilities, vehicles etc.
- Ensure all estates and facilities paperwork is kept secure and up to date.
- To ensure maintenance schedules meet contractual warranty and insurance requirements.
- To maintain the cleanliness of the site ensuring grounds are kept free of litter and debris.
- Such other duties as may be reasonably allocated or directed within the remit of the role.

#### **Health and Safety**

- To establish and maintain an online diary and recording system linked to all aspects of Health & Safety.
- To carry out/oversee risk assessments and policies related to the operational and daily work of the school.
- To carry out the annual risk assessment work required related to fire, emergency planning, glazing, Legionella etc.
- To ensure electrical safety guidance as detailed in the Health & Safety policy is followed.
- To ensure all COSHH records and risk assessments are kept up to date and managed safely.
- To oversee the use of the Online training software, allocating courses as required to ensure the safe operation of the school.

#### **Strategic and operational management**

- To oversee the supervision of service contractors and delivery suppliers.
- To ensure that the school and their grounds are kept to a high standard of hygiene and cleanliness.
- To monitor that the buildings and furnishings are cleaned to a high standard.

#### **Building Projects**

- To project manage refurbishment and minor works.

- Day to day responsibility for ensuring that contractors can operate safely within the school environment. This includes the safety of all staff, pupils and visitors to the schools during construction/refurbishment work.
- To be responsible for the planning, costing and presenting of small projects to the Headteacher/ RAISE Education Trust Estates Manager.

### **Training**

- To maintain all job specific training including Fire safety, COSHH, Legionella, working at height, moving and handling, risk assessor, asbestos management, equipment use and any other training required.
- To maintain a working knowledge of training requirements pertaining to specific roles, legal and Health and Safety requirements.
- To record all training undertaken and ensure that all training updates are implemented.

### **Other**

- To be flexible across the Trust sites, providing support and cover as determined by the RAISE Education Trust Estates Manager.
- Carry out such other duties as may be reasonably allocated or directed within the remit of the role.
- To be aware of and comply with policies and procedures including those relating to child protection, health & safety and security and confidentiality.

### **MINIBUS (future task as applicable)**

- To clean and complete a full maintenance check regularly (at least weekly) the school minibus, including administrative procedures.
- To check the minibus diary daily and ensure that minibuses are refuelled as necessary in time for the bookings and their condition checked and recorded.
- To ensure that any minibus damage or mechanical problems are reported immediately and arrangements are made for the necessary repairs.
- To maintain a full, clean driving licence and undertake MIDAS training.
- To drive the minibus as required, including the transportation/collection of pupils, etc. and the collection of goods.

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### **NOTES**

- The School and site is open between the hours of 7.00 am and 7.00 pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
  - Hours of work may be subject to change for operational reasons.
  - Some overtime may be necessary from time to time to cover lettings and school functions.
  - The hours of work may be subject to change during school holidays and where the Headteacher considers it necessary to meet operational requirements.
  - All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the Headteacher and HR Manager to enable records to be kept.
  - Holidays can be taken during term time however all dates must be agreed in advance following consultation with the Headteacher and RAISE Education Trust Estates Manager.
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### **FLEXIBILITY STATEMENT**

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

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### **PERFORMANCE REVIEW (IPP)**

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This post holder's IPP would be line managed and undertaken by the Headteacher/ RAISE Education Trust Estates Manager.

Date Prepared:	29 <sup>th</sup> April 2025
Prepared By:	HR
Date Reviewed:	
Reviewed By:	