



## JOB DESCRIPTION

**Title:** Senior Site Manager

**Grade:** E

**Responsible to:** Headteacher

**Purpose of the Job:** To be responsible for the management, maintenance, safety and security of the school premises and grounds, ensuring a safe and welcoming environment for pupils, staff, and visitors.

### GENERAL RESPONSIBILITIES

- To ensure that the management and maintenance of the school buildings and environment are effectively undertaken
- To be responsible for the health & safety of the site
- To undertake repairs and DIY projects
- To create and maintain an effective premises team ensuring that the changing needs of the school are met through training and development of the premises staff
- To delegate tasks as appropriate to other site staff or outside contractors, ensuring Health & Safety regulations are strictly adhered to
- To monitor the performance of the cleaning team to ensure a clean, tidy and well maintained school environment

### PREMISES MANAGEMENT

- To monitor the day to day maintenance, repair and cleaning of the school
- In conjunction with the Business Manager/Headteacher to monitor the day to day maintenance and repair budget and the cleaning materials budget
- To create a rolling programme of redecoration/refurbishment
- To order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes, ensuring best value for money is received
- To assist the Business Manager/Headteacher to prepare documentation for tenders or specifications of small to medium projects
- To develop appropriate monitoring procedures to ensure that the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies
- To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate manual records where appropriate
- To ensure requests for minor works are undertaken as expediently as possible and actions recorded in a timely manner
- To ensure the school grounds are maintained to a high standard
- To ensure that the premises team works efficiently and effectively so that the site is maintained to a high standard
- To undertake the appraisal reviews of site staff, ensuring continuing professional development in liaison with the Business Manager

### SECURITY

- To be responsible for the security of the premises, liaising with Hampshire County Council/Police and other emergency services in this respect as necessary
- To be responsible for locking up the school during term time and for the unlocking and locking of the school during school closure periods
- To ensure that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly
- To check, at least monthly, all perimeter fences, security devices, fire appliances, CCTV systems and alarms
- To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results recorded

- To monitor, report and advise the Business Manager/Headteacher on all security matters
- To be aware of all out of hours activities at the school and to liaise with the Letting Assistant to arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings
- To act as main keyholder for the school on call-outs

#### GENERAL SITE DUTIES

- To set and monitor the school heating and hot water systems
- To take energy readings on a monthly basis
- To ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets checked daily for fresh supply of disposables etc.
- To ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards
- To ensure the school hall floors are kept clean and polished
- To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met
- To ensure that orders received into school are delivered to the appropriate area / person as necessary
- To ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, air conditioning units, fire fighting equipment, lightning conductors etc. and results recorded
- To ensure light bulbs, fluorescent tubes and starter switches etc are changed as necessary and fittings and shades are cleaned regularly
- To ensure that all projector filters are cleaned monthly
- To monitor and report IT issues as necessary in relation to whiteboards, computers and projectors and to carry out minor repairs as necessary i.e. changing projector bulbs
- To organise PAT testing and keep accurate records
- To ensure all indoor and outdoor plants are adequately watered during school closure periods
- To collect and dispose of all waste, refuse and surplus materials
- To clear up bodily fluids after accidents adhering to health & safety procedures
- To coordinate the summer cleaning of the chairs and tables in the halls
- To carry out emergency cleaning if required

#### HEALTH & SAFETY

- To ensure that all working practices for the Site Team comply with current legislation
- To provide safe access to the school in the event of snow, ice or flooding
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc
- All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the School's Health & Safety Policy and Procedures

#### ADMINISTRATION

- To maintain the school's equipment and plant inventory
- To place orders, via the school office, for items of housekeeping ensuring stock levels are maintained
- To order repairs and maintenance items in liaison with the Business Manager
- To establish and maintain a list of repairs / improvements
- To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept
- To maintain all tools and equipment in good repair and arrange for the training of members of the Premises Team on their safe use
- To ensure mechanical equipment is inspected prior to each use
- To ensure power tools are inspected before use and are PAT tested as required
- To assist SAO with obtaining tenders and quotes
- To carry out regular H&S inspections and Risk Assessments on his/her own and with the Senior Admin Officer/Headteacher
- To report team members absence to the Senior Admin Officer

To carry out other duties of a similar nature from time to time as may be required by the Senior Leadership Team.