

Job description: Site manager

**Job details**

**Job title**: Site Manager

**Salary**: £33,178 - £36,369 – Grade E

**Hours**: 37. Times of work will vary as necessary to undertake the overall responsibilities for day-to-day management of the school premises. This may include some weekend cover.

**Contract type**: Full time, permanent

**Reporting to**: Head teacher

**Responsible for**: Caretaker and cleaning team

 **Main purpose**

The Site Manager is responsible for:

* Maintaining clean, safe and secure school premises, which includes buildings and grounds
* Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, porterage, and minor repairs
* Supervision of school cleaning staff
* Promoting health and safety around the school
* All other aspects of site management, such as supervising external contractors, and site use and development planning
* Establishing, managing and developing a flexible, efficient and cost-effective site management team
* Managing the caretaking team to ensure workloads are organised efficiently and monitored to achieve the best possible service to meet the changing needs of the school

**Duties and responsibilities**

**General duties**

* Carry out porterage duties, such as moving furniture and equipment around the school
* Maintain the general school premises, furniture and fittings, and report any issues to the Head teacher
* Carry out small repairs, remedial work and DIY projects, including painting and decorating through a rolling programme
* Arrange larger repairs and obtain quotes from contractors
* Carry out preventative maintenance, through regular inspection of buildings and external areas
* Emergency repairs
* Advise on site development projects and make recommendations on site use, including liaising with Hampshire Local Authority architects and external contractors

**Cleaning**

* Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste
* Carry out emergency cleaning duties, such as gritting and cleaning up spillages
* Arrange an annual deep clean of classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on school premises
* Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels

**Security**

* Maintain the security of the school premises as the main key holder
* Lock and unlock the premises as required, including out of school hours when necessary
* Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off
* Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures
* Carry out regular checks of CCTV monitors and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
* Establish and maintain arrangements for monitoring vehicles parked on the site and ensure that unauthorised parking is eliminated
* Ensure site management staff are available at all times via their work mobile
* Advise the Head teacher on all matters relating to school security and safety, including security of buildings property and users during community use

**Health and safety**

* Ensure a safe working and learning environment in accordance with relevant legislation
* Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment and any hazards on school premises; report any problems to the School Business Manager
* Arrange regular servicing of fire-fighting equipment
* Provide safe access to the school in cold weather conditions
* Carry out regular checks of water, gas and electrical services and recording of results
* Carry out, where necessary, adjustments of heating systems
* Make sure all members of the team follow health and safety procedures
* Monitor the work of contractors, ensuring safe working practice and quality of work
* Supervise a caretaking team that delivers and meets the needs of the school
* Ensure contractors and external visitors comply with security and health and safety while on school premises

**Line management**

* Supervise the caretaking and cleaning team on a daily basis to deliver and meet the needs of the school
* Ensure school terms and holidays are sufficiently covered with staffing
* Delegate tasks appropriately to staff and ensure the smooth running of the team
* Carry out performance management duties and make sure all staff in team have relevant, required training

**Responsibilities**

* Be committed to the safeguarding and promotion of the welfare of children and young people
* Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
* Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
* Contribute to the overall ethos/work/aims of the school
* Establish constructive relationships and communication with all staff and other agencies/professionals
* Recognise own strengths and areas of expertise and use these to advise and support others
* Participate in training and other learning activities and performance development as required
* Ensure that cleaning staff carry out their duties professionally and effectively
* Act as budget holder and manager for the building maintenance and repair budget, in liaison with the School Business Manager

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school office manager will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Head teacher.

# Person specification

Please refer to the Hampshire County Council Role Profile Form (Ref 02139)

**Notes**:

This job description may be amended at any time in consultation with the post holder.

If you don’t have all of the experience listed above but are interested in applying, contact adminoffice@harrison.hants.sch.uk