Sacred Heart Catholic Primary School

SITE MANAGER

Job Description

Salary:	**Scale SO1** (Points 23 - 25) Salary £39,519 - £40,575
Hours:	36hrs - working 7.00am – 3.12pm
Responsible to:	Business Manager and the Headteacher
Responsible for:	Contractors on site & Assistant Caretaker

Purpose of this Post
We are a large primary school with a purpose-built school premises and the Governing Body wish to appoint a new Site Manager responsible for the maintenance and upkeep of our building and grounds, and to be responsible for ensuring the school meets all health and safety standards. The successful candidate should be prepared to undertake relevant training courses, funded by the school, to enable them to undertake Health and Safety and maintenance requirements of the post.

Key features of the role

The site manager is responsible for ensuring that the premises and grounds of the school are maintained to the highest possible level of cleanliness and are attractive in appearance at all times. The site manager will be expected to take such initiatives as may be required to achieve this, including regular close inspection of the buildings.

The site manager will be a fully participating member of the Sacred Heart School community, and support the children and staff of the school in events and activities within and outside the school as appropriate.

Like all members of staff, the site manager will offer the children an excellent model of good relationships, attitudes and behaviour.
The site manager will be responsible for personally carrying out the duties below, or, in the case of major works, for liaising closely with the line manager.

The site manager will be expected to submit a termly site update report to the Governing Body's Operations committee.

The site manager will share in whole-staff responsibility for the well-being and discipline of all pupils.

Main Activities and Specific Responsibilities

The site manager must ensure attendance on site throughout the period of duty, unless there is agreement to leave the site. Office staff should know the site manager's whereabouts at all times. The site manager is responsible for carrying out the following duties:

Management and Administration

Managing the Assistant Caretaker to ensure daily tasks are carried out effectively and the site operates smoothly.

Possess general maintenance skills, enabling the prompt identification and resolution of minor and medium-scale site issues, reducing reliance on external specialist services.

Be responsible, on an annual basis, for planning and managing a maintenance schedule in consultation with the line manager and Headteacher.
Attend regular planning meetings with the line manager at which the priorities are identified and progress checked.

Attend monthly meetings with the line manager and Headteacher – or as directed.

Respond to all reasonable requests, commensurate with the role, as made by the line manager and Headteacher.

Submit and follow up maintenance requisitions in consultation with the line manager, only ordering materials within budget guidelines.

With line manager, and Operations health & safety committee, ensure that documentation relating to the premises is kept up to date at all times.

Complete and maintain the stocklists for all supplies needed to aid the running of the site.

Carry out risk assessments in line with the Operations Committee's timetable.

Maintain records of utilities, meter readings, health and safety, and all other scheduled maintenance checks.

Liaise with contractors and other professionals.

Health and Safety

Take responsibility for Health and Safety around the entire site internally and externally.

Implement all aspects of the school's health and safety procedures as documented and review these annually.

Investigate accidents, incidents and near misses, and complete RIDDOR reporting where required. Implement appropriate corrective actions.

Respond promptly and effectively to urgent site incidents, including power outages, flooding, and overflowing toilets, to maintain a safe and operational site.

In conjunction with a member of the governing body and the line manager, regularly carry out a risk assessment of the site and keep appropriate records – health, welfare and safety of all users of the school.

Carry out regular emergency evacuation practices (half termly) and keep appropriate records.

Test the fire alarm system weekly, ensuring that any defects are dealt with, and keep appropriate records Ensure that all escape routes and potentially hazardous areas are kept free from obstruction

Ensure that all fire-fighting equipment is located, tested and results recorded, as regulations require.

Ensure that inflammable materials for use around the site are safely stored, and advice is given on the storage of combustible materials.

Ensure that dangerous substances and equipment are used and stored safely and a COSHH register maintained.

Maintain play areas and outdoor equipment, checking their condition weekly.

Maintain an up-to-date knowledge of all relevant legislation and guidance relating to water hygiene management, including Legionella Control (L8), and ensure that all required Legionella monitoring, checks and records are completed in accordance with statutory requirements.

Security

In partnership with all other members of staff, maintain the security of the school site by being vigilant with regard to visitors to the site and reporting any concerns to the line manager or Headteacher. Ensure that the office staff are aware of persons working on the site and that a register of workers is maintained.

Services, Maintenance and Repairs

Oversee, with the line manager and members of the governing body, the maintenance and development of the school site, buildings and utilities.

Ensure maintenance, repairs and inspections of equipment are conducted in accordance with school health and safety regulations.

Ensure the correct signs are on display e.g. exit, first aid signs.

Coordinate and monitor statutory inspections and servicing for boilers, fire alarms, intruder alarms and CCTV systems, ensuring compliance is maintained.

Ensure that the premises are adequately heated and lit, appropriate to conditions. Take the necessary steps to ensure the most efficient operation and use of the lighting and heating of the premises including maintenance and operation of the plant.

Undertake duties covering maintenance items and emergency repairs as agreed with the line manager, contacting and engaging contractors etc. for tasks requiring specialist skills and keeping relevant records.

Undertake some external and internal redecoration to an agreed programme, including during the school holidays.

Ensure replacement of fluorescent tubes, bulbs, shades, diffusers, starters etc as required, and using appropriate access equipment.

Maximise the time available during the school day for school improvement activities.

Some additional grounds work, over and above that which is carried out by the grounds maintenance contractors.

Supervision of Staff / Contractors

Liaise with and ensure that staff / contractors work within health and safety legislation ensuring safety of all persons using the school premises.

Report any problems / concerns about the work of the staff / contractors on site to the Line Manager.

Cleaning and Hygiene

Responsible for the safe and hygienic collection and disposal of body fluids e.g. vomit and dog waste found on the playgrounds.

Lettings

If additional hours are required to cover lettings, these will be paid at the overtime rate.

- Prepare the required accommodation in accordance with the lettings policy
- Ensure the security and cleanliness of the site on completion of the letting
- Ensuring the hirer complies with the terms of the lettings policy

Porterage

Move furniture and equipment as necessary / required in accordance with the principles of manual handling, sometimes with the help of mechanical aids e.g. trolley.

During work hours, put out / put away apparatus, staging and equipment as required, according to the weekly timetable (e.g. assembly, performances, PE, Parent & Staff Association functions, meetings etc).

Help with porterage of deliveries to the site as appropriate, during on-site times.

Events and School Functions

Provide mandatory support and attendance at the Summer Fair, the school's largest annual fundraising event.

Prepare and arrange venues for assemblies, performances, and whole-school events, ensuring facilities are safe, presentable, and fully operational.

Assist with the setup and dismantling of key events.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description is not exhaustive and may be amended following consultation with the postholder to meet the changing needs of the school.

(Site Manager – Scale S01)

Sacred Heart Catholic Primary School

SITE MANAGER

Person Specification

	Essential	**Desirable**
Experience & Qualifications	• To be educated to a good standard with GCSE/A Levels or college diploma or University Degree **OR** have substantial experience in a site management role.	• Working in a school environment/site management • NEBOSH Certificate • Other H&S qualification
Work Experience	• Sound experience in one or more of the following: general maintenance, plumbing, electrical/building maintenance, heating systems, grounds work. • Work effectively both independently and as part of a team	• Relevant qualification or training in First Aid and Health and Safety legislation • Experience of Risk Management & working within Health and Safety Framework • Experience of managing a team
Skills and Abilities	• Good organisational skills • Some evidence of administration skills e.g. Record keeping, time sheets • Working knowledge of IT systems relevant to school and site management. • Ability to prioritise, plan, schedule and evaluate work • A willingness to undertake as necessary training in all aspects of the job including health and safety • Able to communicate verbally and in writing with all school stakeholders • Flexibility • An awareness of the need for strict hygiene and cleaning standards	• Experience of security systems • Knowledge and experience of Health and Safety regulations • Knowledge of Building Management Systems • An interest in professional self-development
Special Requirements	• To uphold the ethos of our school • A willingness to contribute to the wider life of the school	
Physical Requirements	• Ability to meet the physical demands of the post • Ability to work at height with appropriate equipment • Ability to deal with manual handling	

(Site Manager – Scale S01)