

# Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

## Job details

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Job title: Site Manager

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Directorate: Shoreditch Park Primary School

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Reporting to: School Business Manager

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Grade: PO1

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## Job description

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Purpose of the post:

- Responsible for the property and in assisting in the management of the school. Liaising daily with the School Business Manager on site management and health and safety issues.
- Maintaining the internal and external fabric of the school estate as an outstanding learning and safe working environment.

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Main duties and responsibilities:

### **Management & Supervision:**

- Ensure contractors or directly employed cleaners perform to the standard laid down in the cleaning specification. The Site Manager will report to the School Business Manager on any failure to meet the required cleaning standards.
  - Deal with enquiries from external and internal stakeholders such as staff and pupils.
  - Induction and training of other caretaking staff and cleaners to ensure they are conversant with the duties and standards of work expected of them.
  - Supervision of caretaking/cleaning staff.
  - Maintain effective working relationships and ensure good timekeeping, dealing with minor grievances and ensuring work schedules and standard are maintained.
  - Certify weekly time sheets for cleaners and preparing claims for caretaking fees for lettings.
  - Attend training courses where appropriate.
  - Report to Governing Body which will involve attendance at Governors meetings where appropriate.
  - Manage and monitoring of any facility or building contractors that are undertaking work on the schools premises.
  - Manage the hiring/letting of the school premises in consultation with the Headteacher.
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### **Security:**

- Manage the opening and closing of school to include all appropriate gates, windows, doors and fire escapes for the purpose of school use.
- Liaise with emergency services.
- Consult with School Business Manager on cover arrangements for lettings and out of school hours functions.
- Ensure the weekly checking and proper operation and function of all alarms and fire equipment. Check daily emergency exits and entrances are not obstructed.
- Undertake and implement all health and safety assessments and following actions.
- Compile reports on acts of vandalism for the Headteacher and Police where necessary.
- Assist in the management of mail courier duties as required by the School Business Manager.
- General site supervision, including prevention of trespass, ensuring that unauthorised parking does not occur.
- In conjunction with the School Business Manager ensuring the safe use of the school site at all times.

### **Heating:**

- Manage, check and control system function, including frost precaution procedures.
- Maintain stock levels as required including ordering and receipt of supplies.
- Vent heating system as required.
- Oil and grease pumps, clean all external parts of system including tops of burners as required, with due regard to safety requirements including isolation of plant as required.
- Report all defects to the appropriate maintenance contractor.
- Ensure routine maintenance and service is carried out in a timely manner and implement actions.

### **Energy Conservation:**

- In conjunction with the School Business Manager, implement all agreed policies.
- Reading, recording and reporting all meter readings as required by the School Business Manager and or Energy Conservation Officer.
- Liaison with the external property and estates contractors including the local authority.
- Implement recommendations authorised by Headteacher.

### **Emergencies:**

- Cleaning sickness, etc and spillage's as required.
- Ensure all bursts, leaks, flooding, fires and breakages are dealt with promptly and safely as appropriate.
- Ensure all electrical and gas emergencies breakages are dealt with promptly and safely as appropriate.
- Ensuring access, assist and secure premises for all emergencies services as necessary.

### **Lettings:**

- Manage the Lettings process.
- Ensure effective lettings; ensuring areas are cleaned as required in accordance with health and safety arrangements.

### **Internal Maintenance:**

- Reporting and organising the repair of all defects.
- Visually inspect electrical fittings and report defects as required. Replace bulbs, fluorescent fittings, shades and domestic fuses as required.
- Regularly inspect all plumbing and report/repair defects as appropriate.
- Regular measurement of water temperature re: prevention of Legionella.
- Synchronise all clock, time switches, etc as required.
- Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate (excluding electrical equipment).
- Subject to the requirements of Health and Safety and the use of proper equipment, touch up decoration on any area agreed as reasonable with the School Business Manager.
- Be responsible for the supply and availability of hygiene materials as required.
- Receive and move supplies to various parts of the building as appropriate.
- Remove or obscure all graffiti as required.

### **External Maintenance:**

- Maintain cleanliness and general tidiness of all external areas, and empty litter bins daily.
- Clean and clear all drains, gullies and ensure effective and healthy operation.
- Inspect outside fabric of the school and report and/or repair defects as appropriate.
- Inspect all fences, gates, walls, steps, lights etc, report and/or repair defects as appropriate.
- Agree a system with Governing Body, and Headteacher for window cleaning arrangements, and monitor if appropriate.
- Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt, etc. Order any necessary de-icing materials.
- Inspect all outside areas for hazardous materials. Consult with School Business Manager for the best method of removal.
- Maintenance of school gardens including planting bulbs etc.
- Oversee regular cutting of grass.

### **School Cleaning:**

- Where cleaning is undertaken by direct labour or contractor, ensure that the school is cleaned to the agreed specification. Report any issues to the Headteacher.
- In accordance with the schedule laid down, check regularly that the barrier matting is serviceable and that routine maintenance (dust bags, filters, etc) of buffers, sprayers, etc is undertaken.
- On direction from the Headteacher, ensure that any temporary departure from the standard cleaning specification is carried out effectively within the approved budget (major school activities, inclement weather problems, emergencies, building works, etc).
- In areas where the Caretaker undertakes a proportion of cleaning, undertake the cleaning of those areas as directed by the School Business Manager.
- Daily disinfection of water fountains.

### **Stock Control:**

- Maintain stock levels as required, ordering and receipt of supplies within agreed budget in consultation with School Business Manager.
- Ensure safe storage of all stock in clearly labelled cupboards/areas.
- Maintain an up to date list of all hazardous substances and where they are located, ensuring a copy is kept in school office in case of emergency.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

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#### General requirements:

- Take part in the school's performance management system.
  - Attend governing body meetings on a regular basis.
  - Enhanced CRB Check.
  - Strong commitment to furthering equalities in both service delivery and employment practice.
  - You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
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Job title: Site Manager

## Person Specification

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	Essential	Desirable
<b>Qualifications</b>		
1. N/SVQ Level 4/ NHD / Degree in relevant discipline or appropriate experience at senior level	✓	
<b>Experience</b>		
2. Relevant experience of working in a similar role within a school or similar setting	✓	
3. Experience of monitoring and liaising with contractors and suppliers	✓	
4. Experience of current cleaning materials/methods/appliances and monitoring the quality of work undertaken by cleaning staff	✓	
<b>Knowledge</b>		
5. An understanding of health & safety requirements of a school or other public institution	✓	
6. To communicate clearly to all sections of the school community both verbally and in writing.	✓	
7. Demonstrate knowledge of security methodology for both building and grounds without risking the health and safety of the school community.	✓	
8. Full working knowledge of relevant policies / codes of practice / legislation	✓	
<b>Skills</b>		
9. D.I.Y. skills to undertake day to day repairs and maintenance of building, including a working knowledge and operation of the school heating system.	✓	
10. Ability to assist in the training and induction of new cleaning and caretaking staff.	✓	
11. Understanding of the principles of health & safety in a school environment including COSHE.	✓	
12. Ability to manage own time effectively and demonstrate initiative including establishing procedures and prioritizing own workload.	✓	
13. Ability to adhere to working procedures and policies within the school environment.	✓	

14. Ability to operate as part of a team or individually as required.	✓	
15. Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment to undertake the duties of the post.	✓	
16. Ability to carry out a range of administrative tasks, including stock taking and ordering.	✓	
17. Display a conscientious and logic approach to the variety of tasks necessary for the smooth running of the school.	✓	