



## JOB DETAILS

JOB TITLE:	<b>Site Manager</b>
DIRECTORATE:	<b>LEAP Federation</b>
LOCATION:	<b>Kingsmead Primary School, Kingsmead Way, London, E9 5PP</b>
REPORTING TO:	<b>Executive Headteacher /Headteacher / Federation Operational Business Manager</b>
GRADE:	<b>Scale 5, Point 12 -15 (£34,359 - £35,892) Actual Salary</b>
HOURS OF WORK:	<b>Monday to Friday – 36 hrs. / week. 7.45am – 3.45pm (with potential for negotiation) All Year Round Permanent</b>

## JOB DESCRIPTION

- Responsible for the maintenance and daily upkeep of the resources and grounds of the school. Liaising with the Executive Headteacher and FOBM on caretaking issues
- Ensure the security of the school premises to maintain a safe working environment.

## MAIN DUTIES and RESPONSIBILITIES

### SECURITY:

- Open and close school including all gates, windows, doors and fire escapes for the purpose of school use, cleaning, maintenance and emergency services. All locking/unlocking of gates etc. must occur at appropriate times.
- General site supervision, including prevention of trespass, ensuring that unauthorised parking does not occur, and in, conjunction with the Headteacher, ensuring the safe use of the school site at all times.
- Patrol the site to check for hazards, damages and intruders and take all reasonable steps to minimise loss of or damage to property
- Report any breaches of security and acts of vandalism to the Headteacher and Police where necessary.

[www.kingsmead.hackney.sch.uk](http://www.kingsmead.hackney.sch.uk) [www.gayhurst.hackney.sch.uk](http://www.gayhurst.hackney.sch.uk) [www.mandeville.hackney.sch.uk](http://www.mandeville.hackney.sch.uk) [www.grasmere.hackney.sch.uk](http://www.grasmere.hackney.sch.uk)

**Executive Headteacher: Louise Nichols**

**Chair of Governors: Gillian Brady and Shanielle Shrouder    Communications: Emma de Sausmarez**

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- Ensure that all keys are kept in a safe place.
- Deal with enquiries from staff, pupils, parents and the public.

#### INTERNAL MAINTENANCE:

- Report all defects which require specialist repair and contact contractors to quote
- 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 to prevent Legionella.
- Synchronise all clock and time switches 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 FOBM.
- Be responsible for the supply and availability of hygiene materials as required.
- Maintain stock levels as required including ordering and receipt of supplies.
- Test fire alarms weekly and undertake annual fire risk assessment.
- Ensure as far as possible that arrangements are made to minimise the effects of any failures of heating or lighting installations, pending their proper repair.
- Check and control system function, including frost precaution procedures.

#### 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 and lights and report and/or repair defects as appropriate.
- Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt. Order any necessary de-icing materials.
- Inspect all outside areas for hazardous materials. Consult with FOBM for the best method of removal.
- Support the school gardener with any garden maintenance that is required.

#### SCHOOL CLEANING:

- The Caretaker will report to the FOBM on any failure by the cleaners to meet the required cleaning standards.
- Agree a system with FOBM for window cleaning arrangements, and monitor if appropriate.



- Directly undertake any cleaning as required, including daily disinfection of water fountains and removing or obscuring all graffiti.
- To take all necessary steps to ensure the maximum security of kitchen supplies, equipment and monies.
- To deal with children in a polite, professional and friendly manner at all times and to seek guidance where necessary from Head Chef and the Headteachers.

#### EMERGENCIES:

- Clean sickness and spillages as required.
- Ensure all bursts, leaks, flooding, fires and breakages are dealt with promptly and safely as appropriate.
- Ensure all electrical and gas emergency breakages are dealt with promptly and safely as appropriate.
- Ensure access, assist and secure premises for all emergency services as necessary.

#### GENERAL REQUIREMENTS:

- Take part in the school's performance management system.
- Undertake training to support the role
- Enhanced DBS 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.

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.



The post holder will be expected to carry out all duties in the context of and in compliance with all the school's policies and procedures and in compliance with Leap Equal Opportunities Policies and Code of Conduct. All the above duties are to be carried out in line with current Health and Safety legislation.

Our school is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment. The successful applicant will be required to undertake pre appointment vetting checks in line with Keeping Children Safe in Education statutory guidance including an Enhanced DBS check. References will be sought and online searches will be carried out for all applicants invited to interview. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

<b>ACCEPTANCE OF THE JOB DESCRIPTION BY POST HOLDER</b>	
I can confirm my acceptance of the Job Description as outlined above	
NAME:	
SIGNED:	
DATE:	

## PERSON SPECIFICATION - SITE MANAGER

ESSENTIAL    DESIRABLE

### EXPERIENCE

Experience of current cleaning materials/methods/appliances	✓	
Experience of working in a School Environment		✓

### KNOWLEDGE

An understanding of basic health & safety requirements.	✓	
To communicate clearly to all sections of the school community both verbally and in writing.	✓	
Demonstrate knowledge of security methodology for both building and grounds without risking the health and safety of the school community.	✓	

### SKILLS

D.I.Y. skills to undertake day to day repairs and maintenance of building, including the basic knowledge and operation of the school heating system.	✓	
Understanding of the principles of health & safety in a school environment including COSHE.	✓	
Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload	✓	
Ability to adhere to working procedures and policies within the school environment.	✓	
Ability to operate as part of a team or individually as required.	✓	
Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment to undertake the duties of the post.	✓	
Ability to carry out a range of administrative tasks, including stock taking and ordering.	✓	
Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school.	✓	
Be prompt and responsive to finding solutions to site problems within a given timeframe	✓	
To be friendly and welcoming to visitors whilst maintaining site security and following school policy at all times	✓	
To be flexible with hours and be available for after school events within reason and at the direction of the headteacher	✓	
To be computer literate and check emails regularly (at least daily) and respond	✓	



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