

London Borough of Enfield

St. Andrew's Church of England School

Site Manager Job Description

Hours of work: 46 - 50 per week

Responsible to: School Business Manager (SBM)

Minimum of 24 days holiday but dependent on local government experience

Purpose of Job

To co-ordinate and carry out as appropriate all services relating to the security, safety, cleanliness, maintenance and upkeep of the school's premises, site and grounds, in a manner which is conducive to the smooth running of the school and does not inhibit other staff in the discharging of their duties.

The Site Manager will be expected to work independently to identify maintenance issues and improvements. S/he will maintain the building to a high standard, manage a budget and work within all school policies and guidelines.

To promote a positive image of the school at all times.

Responsibilities

To be responsible, under the general supervision and direction of the SBM, for the effective and efficient maintenance and development of the school's premises, site and grounds including:

1. The security of the school premises and grounds (See details below)
2. The regular inspection of the school premises, grounds and boundaries, to ensure that action is taken to keep the buildings, grounds, equipment and site well- maintained, safe, secure and in good repair.
3. Open and close the school as agreed with the Headteacher, including holiday periods
4. In consultation with the Headteacher, to ensure that the Site Manager's holidays meet operational requirements and are agreed at least a month in advance.
5. The cleanliness and tidiness of both internal and external areas and the general care of the site, with particular emphasis on health and safety and hygiene
6. The management and appropriate deployment of cleaning staff to meet the priority needs of the school

7. The cleaning of windows and glazed areas within the school at an appropriate height and in line with health and safety guidelines
8. Maintenance repairs and decorations of the school premises and grounds in line with the agreed monthly programme of works
- 9 The preparation of work programmes, together with plans and estimated costs, for submission to the SBM/Headteacher and / or governors of the school in line with 'Best Value' procedures
10. Under the direction of the SBM and / or Leadership team, ensure that maintenance work is undertaken appropriately to meet the priority needs of the school, making judgements where necessary to alter priorities to meet emergency situations
11. In addition the Site Manager will be expected to carry out any reasonable instruction given by the Leadership team in order to ensure the efficient running of the school
12. To undertake general portering duties
13. To monitor the heating plant of the school
14. To ensure that all relevant paperwork, as well as information booklets, pamphlets, and order forms **relating to the management of the site are kept in a suitable place accessible to other staff.**
15. Keeping all relevant paperwork in order in the school premises

Security of site and premises

- 1.1 Manage the day-to-day security of the site, dealing with emergencies and working in liaison with the SBM on security policies, matters and procedures
- 1.2 Open the school premises at an appropriate time prior to the start of each day when legitimate access to the site and its facilities is required: deactivating intruder alarm systems, unlocking gates, external and internal doors, stores, sheds, and isolated buildings, checking that the premises have not been disturbed or damaged by walking around the site
- 1.3 Secure the school premises at the end of the day when its facilities are no longer required. Check the premises on foot to ensure that all occupants have vacated the site, ensuring that all windows are closed and locked, that all necessary lights and electrical equipment are switched off; locking all secure areas, external doors and gates; activating intruder alarm systems; ensuring the safe keeping of keys to the premises
- 1.4 Carry out weekly inspections of the school premises, equipment, fixtures and fittings, recording findings and taking required action to ensure that these are well maintained, safe and in good repair
- 1.5 Be responsible for holding the safe keeping of the site master keys, and to surrender both the master keys and the spare keys to Headteacher if going on holiday.

If a relief caretaker is brought on site, then the set of spare keys is to be given to the relief caretaker

1.6 Upon request to provide the Headteacher with a set of extra keys, which will be given to other designated members of staff

1.7 To have a spare set of keys always hanging in the designated area

1.8 Be aware of, and report as necessary, security issues both during normal opening hours and out of hours, and if necessary take immediate action

1.9 Maintain an up-to-date knowledge of all regulations and official advice affecting health and safety in the school, undertaking a termly safety audit of the premises with the Health and Safety Governor and Deputy Headteacher, and advising the SBM or senior leadership team as appropriate of matters requiring attention. Take appropriate emergency action as necessary

1.10 Supervise any contractors working on site who have been engaged by the school, London Diocesan Board for Schools or the Local Authority, ensuring that they are not causing a danger to themselves or others and undertake risk assessments prior to contractors beginning work on site. Check work is completed to your satisfaction

1.11 To have responsibility for checking that any external contractors have the necessary insurance cover to comply with Health and Safety legislation

1.12 Supervise lettings, including: cleaning hired rooms and setting out furniture prior to the letting, as necessary, ensuring that all fire doors are unlocked and clear and that all hirers are aware of the evacuation procedure; welcoming hirers onto the site and monitoring security and the condition of the toilets during the letting, taking remedial action as necessary; securing the buildings and site

1.13 Ensure that the boiler house is tidy and that no flammable material is stored there or in any building near the school buildings in line with health and safety procedures

1.14 Take appropriate remedial action or report working practices to the SBM of unsafe conditions that may contravene the Health & Safety at Work Act and the Fire Precautions Regulations

2. Cleanliness, tidiness, maintenance, repairs and decorations of school premises and grounds

Take overall responsibility for ensuring that the cleanliness of the School meets the highest possible requirements. Complete all repairs and maintenance tasks within capability as promptly as possible, being aware of pressures within the school. **As necessary, to wear any protective clothing and / or footwear provided through the school budget**

2.1 Ensure that all cleaning equipment when used is properly cleaned and stored and that all cleaning substances comply with the health and safety regulations

2.2 Monitor the attendance and performance of cleaning staff to ensure that the best possible service is provided, referring sensitive, difficult or more serious matters, to the SBM for action

2.3 Assist cleaning staff in the provision of cleaning cover during staff shortages

2.4 Ensure the school site is kept free of any graffiti

Undertake the following cleaning duties:

2.5 The daily cleaning of designated areas of the school with particular emphasis on hygiene, including regular checks on toilets to maintain high levels of hygiene

2.6 Clean diffusers and shades, replacing light bulbs and tubes where accessible, as necessary, up to a height of 3 metres (or above that height with the aid of access equipment, but only after the relevant training has been undertaken). Check, on a regular and frequent basis, for broken diffusers and shades etc. undertaking minor repairs / replacement in compliance with the LA's safety guide or referring matters to the SBM for remedial action to be taken, as necessary and appropriate

2.7 Ensure that all hard-covered areas and paths are free from litter, weeds and the excessive accumulation of dirt or leaves. Empty and clean, on a regular basis, all litter bins and baskets

2.8 Move dustbins for the disposal of refuse as appropriate; disposing of refuse by proper means, and cleaning dustbin areas

2.9 Remove litter from all parts of the site, paying particular attention to grassed areas, shrub beds and the front entrance of the school

2.10 Carry out regular maintenance cleaning of toilet areas throughout the school day, restocking as necessary

2.11 Carry out emergency cleaning measures, as necessary, following storms, floods, break-ins, vandalism, spillages, urine and vomit, etc., including the removal of graffiti from walls and fittings

2.12 Clean internal windows and blinds to a height of 3 metres using appropriate equipment as necessary

2.13 Maintain shrubs borders and flower beds, undertaking weeding, digging, pruning etc. on a seasonal basis

2.14 Undertake weekly inspection of the school premises, grounds and perimeter, cutting back overhanging branches and bushes that are a health and safety hazard. Keep the perimeter neat and tidy, clearing litter from this boundary.

2.15 Monthly, or more often when necessary, keep the pond in order to ensure that classes can observe it as part of their curriculum, keeping it clear of debris and weeding the surround. Empty and clean it out termly.

2.16 Carry out regular inspections, testing and servicing of ancillary equipment e.g. fire system, alarm systems, to ensure that they are in an operational condition, referring matters to the SBM for remedial action to be taken where appropriate.

2.17 Assist in the production of maintenance plans for the internal / external decoration of the school, undertaking the work subject to relevant health and safety regulations and with the operational needs of the school in mind

2.18 Ensure co-ordination between the programmes of repair and maintenance undertaken by the school and the LA or LDBS, notifying the SBM of progress or any delays or difficulties that may occur

2.19 Ensure that all drains, gutters, gullies and gratings are free flowing and clean, clearing any blockages where possible, referring matters to the SBM for remedial action to be taken where necessary

2.20 Act on outcomes of the termly health and safety audit and site inspection

2.21 To ensure that all fire exits are free from obstruction throughout the school site

2.22 Check the repairs book, prioritising the jobs entered into the book, and dating the repair on completion of the job or noting any progress

3. Heating and Mechanical Services

3.1 Acquire and maintain an updated understanding of heating equipment, to be able to express a first line description of faults, ensuring that routine maintenance is undertaken as necessary and appropriate

3.2 Oversee the heating plant to provide sufficient temperatures whilst also taking account of energy conservation policies

4. Porterage and General Duties

4.1 Remove, lay out, stack and transport furniture and equipment within the school as and when required

4.2 Be available for general lifting and carrying duties throughout the site, including the movement of furniture in accordance with the needs of staff requirements and the programme of work at the school. Distribute fruit from the fruit scheme and carry in kitchen supplies.

4.3 As well as a repairs book, to keep a request book at the front desk and check daily for any items needing lifting and carrying

4.4 Assist with the hanging and removal of curtains and blinds up to a height of 3 metres

4.5 Clear snow and ice from paths, to provide safe pedestrian access to the school sites and between buildings

4.6 Carry out frost protection procedures, cleaning flues, filters, according to procedures laid down

4.7 Routinely ensure that fire extinguishers are fully charged; be responsible for ensuring the maintenance control is undertaken to comply with legislation

4.8 Issue accident report forms to visitors to the school site in the event of an accident

5. Paperwork

5.1 Complete appropriate paperwork. Obtain estimates for certain repairs, placing orders with the Headteacher's approval

5.2 Follow the school's procedures for the acquisition of materials needed to carry out repairs and decoration i.e. order forms as well as store requisition forms

5.3 Ensure accurate records are kept of all work carried out using a daily time sheet. On completion, give this to the SBM.

5.4 Keep up to date all relevant information including telephone numbers of contractors and the local authority personnel. Liaise with relevant bodies when required, after consultation with the Headteacher.

5.5 Keep all paperwork, files and information and ensure that there is a key to the Site Manager's workroom for easy accessibility to any files needed by Leadership Team

5.6. Assess, prioritise and cost requests for minor improvements, keeping the Business Manager and outside agencies informed as necessary

5.7. Undertake any visits necessary to obtain equipment or materials, or for other purposes, as directed by the SBM

5.8 Provide access to the school for authorised personnel or appropriate emergency services outside the normal hours of opening, including access in the event of flood, fire, burglary, accident or similar emergencies

5.9 Take appropriate action regarding trespassers, including informing the Headteacher, local authority and / or police

6. Tools and equipment and ordering of goods

6.1 Provide an annual inventory of all tools and equipment and the location of the equipment, detailing any tools that have been disposed

6.2 Clean and maintain tools and equipment

6.3 Store securely tools and equipment at all times to ensure safety for adults and pupils.

6.3 Ensure site equipment is in a safe and working condition

6.4 Annual budget to be agreed with the SBM for any replacement of tools as well as for materials such as grouting, Polyfilla etc. This is to reviewed annually each Spring Term

6.5 Follow the school procedures for ordering goods.

6.6 Check daily for adequate supplies of soap, toilet rolls, towels and similar materials for availability throughout the school

6.7 Place a written request with the SBM for the ordering of cleaning materials and toilet requirements

7. Information given to Relief Caretaker

7.1 The site manager is to provide all necessary information for the relief caretaker in order for a good standard of upkeep of the site, and to provide a written list of all jobs to be undertaken with a daily schedule

7.2 All necessary keys to be clearly labelled and provided to relief caretaker

7.3 Codes and times of opening and closing of school to be given

7.4 All other necessary information to be given e.g. that there are enough cleaning materials, otherwise to alert SBM for reordering, provide times of any contractors visiting site, special events occurring in school etc.

7.5 Where necessary, and if the job requires, work as a team with other caretakers in order to complete jobs efficiently and within time limits