



The Orchard Primary School

Job description site manager

Orchard primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Job title: Site manager

Salary: SO2 (£40,182)

Hours: 35 Hours (6am- 1.30pm)

Contract type: Full time/permanent

Reporting to: Head Teacher and School Business Manager

Equal opportunities: The Local Authority and Orchard Primary School have a strong commitment to equality of opportunity in both service to the community and employment of people. We expect all employees to understand and promote our policies in their own work, including undertaking any training where necessary.

Main purpose

The site manager is responsible for:

- Maintaining a clean, safe and secure school premises, which includes buildings and grounds
- Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, portorage, and minor repairs inside and outside the school buildings
- Promoting health and safety around the school

All other aspects of site management, such as supervising external contractors, and site use and development planning

Duties and responsibilities

General duties

- Carry out portorage duties, such as moving furniture and equipment around the school
- Maintain the general school premises, furniture and fittings, and report any issues to SBM/HT
- Carry out small repairs and DIY projects (see Appendix)

Arrange larger repairs and obtain quotes from contractors

- Advise on site development projects and make recommendations on site use

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/carry out periodic deep clean of halls, classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on school premises
- Take responsibility for 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
- Ensure the smooth running of the automatic gates
- Check at the end of the day (if locking up) that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off
- If locking up- 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 and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
- Advise the headteacher on all matters relating to school security and safety
- Cover gate duty when required

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 ht/sbm
- Provide safe access to the school in cold weather conditions
- Monitor the work of contractors, ensuring safe working practice and quality of work
- To keep all external bin areas clean and tidy.
- To disinfect external drains as and when necessary, and to ensure grids are kept clear from rubbish accumulation.
- To remove graffiti, where possible, from external walls, windows and other surfaces.
- To be responsible for the reporting of vandalism, intruders and other hazards, liaising as soon as possible with the Local Authority / Headteacher / Emergency Services as appropriate.
- To provide cover for emergencies within the school during the duty periods e.g removal of paint from floor, body fluids etc.

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
- To ensure an efficient portage service – to include the receipt, transporting and storage of goods that have been delivered to the site (including milk and fruit), and the movement of all furniture and equipment.
- To undertake training / attend courses as appropriate.
- To arrange for the disposal of redundant furniture and equipment as directed.
- To complete appropriate paperwork, including time / bonus sheets, works requisitions, orders for materials / supplies etc.
- To be responsible for the re-stocking of towels, soap and toilet paper in WCs, washrooms, classrooms with sinks, offices etc.
- To be responsible for the removal of toilet blockages, within reason.
- To be responsible for the setting of all school clocks, including time switches.
- To be responsible, where practical (i.e. within step ladder reach) for the routine replacement of defective / inoperative light bulbs and the cleaning of ceiling light fittings where applicable.
- To be responsible for the maintenance
- To erect / store the stage for school events as required (this may be during the day or evening)
- To set out / put away chairs for school events as and when required (this could be during the day or evening).
- 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 management/development as required
- Ensure that cleaning staff carry out their duties professionally and effectively
- Ensure contractors and external visitors comply with security and health and safety while on school premises
- Accompany pupils off site as supervisory adult when required
- Support lunch duty/supervision if required

Other areas of responsibility

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 postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.