

Job Description

Site Manager

Job title:	Site Manager	Ealing GLPC Grade:	Scale 7
School:	Montpelier Primary School		
Line manager:	School Business Manager/ Headteachers		
Hours:	37.5 hours per week, plus planned overtime as required. 7.30 a.m. to 4.00 p.m. with one hour unpaid lunch. Out of hours emergency site contact and keyholding		

Main purposes of the job

- To be responsible for ensuring that all essential maintenance, repairs and servicing are carried out in a timely manner and that this legal compliance is documented and ready for internal or external inspection at all times.
- To be responsible for regular and consistent checking and monitoring in all areas of responsibility according to the given schedule and to maintain accurate records of this checking and monitoring and of actions arising and completed as a result.
- To be responsible for the general maintenance, cleanliness and security of the school and to maintain the premises (both internally and externally) in a clean, safe, sound and secure condition for staff, pupils, parents and community users.
- To support the activities of the school by preparing spaces, moving furniture, resources and equipment as required.
- To play an active role in improving the school premises and procedures within areas of their direct responsibility.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

Main responsibilities and tasks

Security and Access Control

1. To be the main key holder and to be responsible for the organisation, administration and maintenance of keys, fobs and the intruder alarm system.
2. To be responsible for the operation and the maintenance of the access control system.
3. To be the first respondent to emergency call outs outside of school hours and in holiday time (when not on annual leave).
4. To respond to emergencies at the school outside of site manager's normal working hours as required.
5. To be present at and to lead on premises and logistical arrangements for major school events such as the annual summer fair, Christmas disco, Quiz Night etc. (Overtime will be paid.)
6. To be responsible for ensuring that all visiting contractors and delivery personnel act in accordance with the health and safety policy and other safety and security protocols, including but not limited to asbestos register, working at heights etc.
7. To ensure proper security and adherence to the health and safety policy at all events held outside of the school day, including meetings, open evenings, lettings and special events.

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8. To alert the appropriate person to any risk of a breach of security and deal with any incident affecting security as directed.
9. To patrol the site regularly to check for hazards, damage and intruders.
10. To ensure that interior and exterior lighting is kept in good working order and that any timers are set appropriately to the season.
11. To supervise contractors as appropriate, regarding access to the site, monitoring and logging the progress of the work and ensuring that work is carried out to the required standard, as appropriate.
12. To be available to open the school to contractors/private lettings on weekends on occasion if required and by prior agreement with the business manager.

Purchasing and storing

13. Stock management of the school's cleaning, hygiene and maintenance needs to ensure there is sufficient of all necessary site care resources at all times.
14. In liaison with the Finance Manager, to compile orders for all materials and equipment required for maintenance, cleaning and sanitary provision in a timely manner.
15. To ensure the proper and safe storage of all the equipment and materials used for site care, cleaning and hygiene.
16. To maintain an inventory of tools, keys, site care resources and decorating resources and materials.
17. To maintain records (e.g. COSSH), auditing all stock related to these categories and any maintenance/repair of equipment.

Repair and maintenance

18. To be responsible for carrying out and recording a regular schedule of inspections throughout the site, internally and externally, including daily, weekly and termly duties.
19. To maintain and modify a schedule of duties depending upon the season.
20. To be proactive in compiling action plans for modifications and improvements. Alerting the business manager to any work that needs to be undertaken by contractors or any issues where health and safety is at risk.
21. To ensure a regular and compliant cycle of planned inspection, servicing and maintenance of those systems which require such checks to be legally compliant, e.g. electrical testing, alarms, heating systems, fire services, security alarms, fixed play equipment etc.
22. Be support staff and pupils with recycling initiatives.
23. To ensure the proper maintenance of all machinery related to site care, e.g. leaf blowers, gritters etc.
24. To create, prioritise and undertake a programme of minor works at the school, taking into account urgent need and health and safety issues e.g. locks, windows, gutters and paintwork.
25. To make minor DIY-type repairs and to carry out decorating projects to the site, indoors and outdoors.
26. To manage external contractors to complete their work in a safe and compliant manner, ensuring that risk assessments and method statements are in place and to ensure that the work has been completed in a proper and timely manner.
27. To proactively liaise (and 'chase') contractors to ensure that commissioned work is scheduled and carried out in a timely manner.

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28. To record all repairs and keep a maintenance log of routine and non-routine tasks using the Parago system (training will be provided).
29. To immediately report any defects to the business manager or the Headteachers and take any remedial action necessary including cordoning off defects which pose a hazard.
30. Under the direction of the business manager, to negotiate prices for work to be carried out in school to ensure best value for the school.

Portage

31. To undertake any necessary portering duties in line with correct handling policies.
32. To manage and assist with all deliveries to the school, ensuring the proper and timely storage and distribution of all goods, after the finance officer or administrator has checked them.

Health and safety

33. To ensure duties are undertaken in accordance with the Schools Health and Safety policy including risk assessment and safety systems and to wear protective clothing as required and in line with Health and Safety protocols.
34. To support with the annual review of the Health and Safety policy to ensure it is up to date and relevant at all times.
35. To make appropriate assessments and recommendations with regard to the Disabilities Discrimination Act.
36. To ensure the proper use, storage and maintenance of all tools and equipment being used to fulfil the job description and to ensure these do not pose a hazard to others while in use or being stored.
37. To carry out and document equipment testing as appropriate and according to the given schedule and report any faults to the appropriate person.
38. To operate CCTV or surveillance systems and take appropriate action to report any faults.
39. To carry out and document termly fire drills in consultation with the appropriate person.

Other responsibilities

40. To meet with the headteachers and business manager on a regular basis to report any issue arising from the various aspects of the role but be able to work with minimal supervision and to given timescales.
41. To undertake duties of a similar nature and responsibility as may be required from time to time by the Headteachers and/or business manager.
42. To carry out all duties in line with the Council and school's policies.
43. To keep electronic records as requested, including an inventory of works carried out during holiday periods and an inventory of all maintenance and cleaning stock.
44. To monitor the quality of cleaning undertaken by the cleaning contractor and to report issues to the business manager.
45. To undertake emergency cleaning and disposal duties which may occur during the school day. To be aware that these may include bodily fluids, blood, vomit, urine, faeces, dead rodents, birds etc

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46. To maintain all logs and appropriate records and actions in accordance with procedures and to keep these current and available for inspection or other scrutiny by the business manager or by external agencies.
 47. To communicate effectively both orally and in writing, including effective use of telephone, email, messaging apps and internal software systems and online platforms.
 48. To competently interpret and act on technical documents and reports arising out of site compliance and other school activities.
 49. To work as part of a team and form good relationships with other colleagues
 50. To maintain confidentiality over matters relating to the school, pupils, staff or parents, including appropriate adherence to the UK GDPR (training will be provided).
 51. To respond in a courteous manner to enquiries from the school community and external visitors as appropriate.
 52. To undertake broadly similar duties commensurate with the level of the post as required.
 53. To identify and maintain appropriate levels of training and certificates relating to responsibilities in terms of fire, legionella, asbestos etc and to identify and to actively participate in any appropriate training when required.
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