



**SITE MANAGER
JOB SPECIFICATION**

Scale 5 SP 12-15 plus pool allowance
36 hours per week, All Year Round

Accountable to:
School Business Manager/Headteacher

JOB PURPOSE

To be responsible for all aspects of site management including a wide range of duties and responsibilities connected with the buildings and grounds of the school. This includes security, cleanliness, portage, monitoring contracts/contractors, routine maintenance and refurbishment, minor repairs, advising the School Business Manager/Headteacher on suggested improvements to the general school environment, to improve the productivity of site management and to carry out pre-planned maintenance programmes.

DUTIES AND RESPONSIBILITIES

GENERAL RESPONSIBILITIES

- To ensure that the management and maintenance of the school buildings and environment are effectively undertaken, reporting to the School Business Manager/Headteacher evidence of major and minor defects.
- To be responsible for the health & safety of the site alongside the School Business Manager.
- To undertake repairs and DIY projects.
- To create and maintain an effective premises service ensuring that the changing needs of the school are met through training and development.
- To use the school's Every system for reporting and monitoring premises tasks.
- To delegate tasks as appropriate to the Premises Assistant and other site staff or outside contractors, ensuring Health & Safety regulations are strictly adhered to.
- To monitor the performance of the cleaning and grounds maintenance contractor and liaise with the area manager to ensure a clean, tidy and well maintained school environment.
- To ensure that the cleaning contractor carries out specialised cleaning at the relevant times.

SPECIFIC RESPONSIBILITIES:

PREMISES MANAGEMENT

- To monitor the day to day maintenance, repair and cleaning of the school.
- In conjunction with the School Business Manager (SBM)/Headteacher to monitor the day to day maintenance and repair budget and the cleaning materials budget.
- To attend relevant governors' committee meetings and liaise with appropriate governor(s).
- To advise on a rolling programme of redecoration/refurbishment.
- To order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes, ensuring best value for money is received.



SECURITY

- To be responsible for the security of the premises, liaising with the London Borough of Wandsworth Security/Police and other emergency services as necessary.
- To be responsible for the unlocking and locking of the school as required.
- To ensure that the site is secure at the end of the day, i.e. all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly.
- To carry out regular checks on all perimeter fences, security devices, fire appliances, CCTV systems and alarms, ensuring that they are serviced by the approved contractor.
- To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results of testing and evacuations recorded.
- To monitor, report and advise the SBM/Headteacher on all security matters.
- To be aware of all out of hours activities at the school and in conjunction with the School Business Manager, arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.
- To be a registered key-holder and ensure the security of the premises.

GENERAL SITE DUTIES

- To set and monitor the school heating and hot water systems.
- To take energy readings on a monthly basis.
- To ensure the school is kept clean and tidy and is conducive to learning, e.g. litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets are checked throughout the day for cleanliness and fresh supply of disposables, etc.
- To take steps to keep the premises free from infestation from pests and vermin.
- To ensure that the premises are
- To ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards.
- To ensure all school hall floors are kept clean and polished.
- To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met.
- To manage the provision of a portering and furniture moving service as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming.
- To ensure that orders received into school are delivered to the appropriate area /person as necessary under the direction of the School Business Manager.
- To ensure that routine maintenance service checks on all serviceable equipment are carried out, i.e. boilers, firefighting equipment, lightning conductors, etc. and results recorded.
- To ensure light bulbs, fluorescent tubes and starter switches, etc. are changed as necessary and fittings and shades are cleaned regularly.
- To monitor and report ICT issues as necessary in relation to TV display screens, computers and projectors and to carry out minor repairs as necessary under the direction of the School Business Manager.
- To carry out PAT testing and keep accurate records.
- To ensure that the milk/fruit bins are cleaned.
- To undertake minor window cleaning as required.
- To collect and dispose of all waste, refuse and surplus materials.
- To clear up bodily fluids after accidents adhering to health & safety procedures.
- To carry out emergency cleaning as required.
- To ensure premises are free from hazards, safe and warm and secure for pupils, staff and visitors.



- To transport monies to and from the bank as necessary.
- To clean swimming pool areas including designated showers and toilets, storage, etc.
- To carry out daily testing of pool water and the keeping of records of water testing and treatment.
- To keep the pool clean and up to safety standards including inspecting the pool on a daily basis and following the proper procedures for cleaning and sanitising.
- To maintain appropriate supply levels of chemicals and cleaning agents.
- To report persistent or unusual adverse conditions to the School Business Manager/Headteacher and follow directions to correct them.
- To physically inspect the interior of the pool along with valves and drains to ensure they are free of debris and properly functioning.
- To remove/control harmful bacteria that prosper in a pool environment by regular use of carefully measured amounts of purifying chemicals being mixed into the pool water.
- To demonstrate good record keeping skills to maintain logs of the pool treatment procedures.
- To operate maintenance tools that remove debris from the pool.

HEALTH & SAFETY

- To ensure that all working practices comply with current legislation.
- To provide safe access to the school in the event of snow, ice or flooding.
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers, etc.
- To keep safety equipment inspections up to date and inspect pool/plant room for defects regularly.
- All duties to be carried out in compliance with the Health & Safety at Work Act, nationally and locally agreed codes of practice which are relevant and the school's Health & Safety Policy and procedures.

ADMINISTRATION

- To maintain the school's equipment and plant inventory.
- To place orders, via the school office, for items of housekeeping ensuring stock levels are maintained.
- To order repairs and maintenance items in liaison with the School Business Manager.
- To maintain a log, on Property Prefect, of all inspections and checks carried out.
- To establish and maintain a list of repairs / improvements.
- To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept.
- To maintain all tools and equipment in good repair and arrange for the training of members of the Premises Team on their safe use.
- To ensure mechanical equipment is inspected prior to each use.
- To ensure power tools are inspected before use and are PAT tested as required.
- To assist the School Business Manager with obtaining tenders and quotes.
- To carry out regular Health and Safety inspections and risk assessments independently

SAFEGUARDING and WELFARE

- To have due regard for safeguarding and promoting the welfare of children and young people, following the child protection procedures adopted by Wandsworth and the school's Child Protection and Safeguarding policy.
- To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the school.



- To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

ADDITIONAL DUTIES

- Undertake other duties that the School Business Manager or Headteacher may reasonably ask.