



KINGSLEIGH PRIMARY SCHOOL

SITE MANAGER

JOB DESCRIPTION

Reports to: Head Teacher

The Site Manager will make a significant contribution to the growth and development of the school. As the person with responsibility and accountability for the day-to-day management of the school site and facilities, the Site Manager's role will underpin the work done within the curriculum, the pastoral support for students and the School's role within the wider community.

Responsibilities:

- Role of Health & Safety Officer - Development and management of the school site including all aspects of health and safety
 - Premises - manage the cyclical site maintenance and refurbishment programme at the school
 - Manage site management/facilities team
 - Manage all external contracts e.g. grounds maintenance
 - Ensure that school risk assessments are in place and updated including Acceptable Use Policy
 - Contracts register – manage, record and review all external contracts, eg grounds maintenance
 - RIDDOR – enter accident details for pupils/staff on Riddor
 - CCTV - download records as and when requested
 - Support Health and Safety Officer for the school, in conjunction with the Board of Directors
 - Advise on relevant national/local policies that impact upon the school
 - Manage the cyclical site maintenance and proposed building programmes at school
 - Develop relevant quality standards and performance measures to ensure they are implemented and maintained
 - **iAM premises/facilities system –**
 - Policies – sending and checking responses
 - Best Value Statements – contact companies and arrange for quote visits. Liaise with companies regarding quotes etc
 - Minibus – annual fitness to drive
 - Premises/site management issues
 - Weekly meeting with Assistant Site Manager and update SLT with weekly meeting summary
- Fire:
- annual update on fire procedures
 - ensure classrooms are displaying the correct information
 - update staff lists for evacuation packs
- Site maps up to date
- Schedule and follow through with fire evacuations – liaise with SLT on the day of.
- Manage Site Team holiday schedule and work load
- Annual fire risk assessment

General:

Undertake other duties as deemed appropriate by the Head Teacher

Name

Signed

Date