St Katharine's C.E (V.A.) Primary School

Job description: Site Manager

Grade: 6 (SCP 17-22)

Responsible to: School Business Manager

Expectations of all staff at St Katharine's:

- Put the wellbeing of our children first
- Support the Christian ethos of the school, promoting and developing its distinctive Christian character, including the school's values, worship and spirituality.
- Be part of a team, showing respect for others and being positive about the work of the school
- Show integrity and be accountable for the work you do in our school
- Follow safeguarding procedures and policies within the school, keeping up to date and following new guidance

Job purpose:

The site manager role ensures that the school is consistently compliant with all regulatory requirements and reporting and is completely safe, well maintained, well presented and secure for our children and staff, both outside and inside the building.

MAIN RESPONSIBILITIES

The following sections describe the coverage of the role, in terms of accountabilities, responsibilities and tasks, some areas will be daily and others will be a periodical requirement:

1. Security - Responsible for carrying out all aspects of security, including:

- Key holding
- Unlocking, locking building-all external and internal doors and all windows.
- Responding to all alarms calls when notified e.g. intruder, CCTV, alarms, flood and fires, false alarms. Call emergency services. Cleaning up after such events
- Switch off/set burglar alarm system
- Opening and shutting of school gates
- Prevention of unauthorised trespass
- Take action to minimise vandalism
- Be aware of the site's electrical circuitry and fuse board layout/ water gas circuits and control valves in order to operate in case of an emergency.
- Checking all locks and security is operational at all times.
- Key holder training and issue of keys and security cards
- Removing leavers, completed contractors, etc. , from the system.

- Managing contractors on site, keys, DBS, etc.
- CCTV – ensuring all cameras are in operation at all times, providing historical data when requested
- Locking down the building and grounds daily, ensuring all locking methods are fully operational.
- Training new key holders, issuing and recalling school keys, logging the movements.
- Removing access to site/buildings of any leaving staff or discharged contractors.
- Managing contractors actually working on site, educating them in school security requirements.

2. Annual Servicing Schedules – responsible for ensuring all servicing contracts are carried out before expiration and subsequent works are completed in a suitable time frame meeting reported requirements, to include:

- Fire – alarm, extinguishers, emergency exit lighting.
- Security alarm system.
- Boilers
- Air-conditioning
- Kitchen extractors
- Gutters
- Drains

3. External Regulatory Inspections – plus follow up works – responsible for ensuring all inspections are booked in before due the date and subsequent works are carried out successfully to meet reported requirements, to include:

- Fire risk assessment
- PAT testing
- ROSPA
- Sportsafe
- Asbestos
- Legionella's Annual Energy Certificate
- Sovereign and Timotay outdoor equipment assessments
- School site and buildings health and safety reviews
- Managing the contractor database ensuring current public liability at £10 million plus.

4. Regulatory Personal Certification – to ensure the 'current' status of personal certification – to include:

- Manual Handling
- Risk Assessment
- Accident Assessor
- Legionella
- Asbestos
- Fire Extinguishing, marshalling, evacuation management
- COSHH assessor
- Ladder safety
- Hedge trimming
- Defibrillator

5. Project and budget support to the school business manager, to include:

- Seeking multiple quotations to establish best value for money on small and large projects for the SBM
- Seeking quotations for budget back up proving spend predictions
- Tracking spending trends for plumbing, drains, electrical works, etc.
- Monitoring of gas and electric meters and flagging up spikes to management
- Maintaining spend projection data.
- Providing support to the SLT as required

6. School Asset Inventory: responsible for processing all transactions in the school inventory, to include:

- Annual scan of all items on the schools inventory
- Subsequent actions following SBM review
- Running reports from Every

- Processing disposals on the system
- Adding Assets to the system every time the school spend over £100 per item
- Managing asset movements on the system to facilitate the annual inventory checking
- Provide reporting as and when required by management

7. Every System – school site and building issue management system, to include:
- Hourly checking of Every and updating of progress made on works
- Provide weekly update and review of all outstanding works to the business manager

8. Providing Weekly/Monthly/Half Termly, Termly, Annually Inspections/reports – internal – responsible for ensuring all inspections/reports are carried out at the prescribed time, to include:
- Call points
- Ladders
- Fire extinguishers
- Flushing Routines
- Fire Manager Role
- Maintain outdoor play equipment warrantee checks
- School site map – making any changes necessary
- Preparation of the Premises Report to Governors every half term
- Evacuation routines
- Contractor public liability certification is current

9. School Cleaning – management of the contract and standards – responsible for managing the day to day contract with the external cleaning company, and keeping the school clean at all times, to include:
- Monitoring standards daily
- Analysis of monthly audits
- Training new staff on our building, lock up etc.
- Drying the cleaning cloths
- Holiday club cleaning
- Deep Clean schedule
- Managing changes to daily cleans due to evening events
- The site manager will periodically clean the sensory room equipment including water features

10. Upkeep of the school grounds, to include the following tasks and responsibilities:
- Hedge trimming, weeding, weed killing, planting, mowing, bramble trimming, etc.
- Sand pit maintenance
- Water bath maintenance
- Daily bark clearing with the electric blower
- Managing the field maintenance and line painting
- Removal of animal waste or carcass
- Courtyard maintenance
- Adhoc repairs around the school outdoor areas.

11. School Related Building Upkeep – to include carrying out the following tasks:
- Mending where possible equipment, building fixtures, etc.
- Assembling and installing flat pack furniture
- Decorating the school during the school's holiday periods
- Arranging for contractors to repair or replace school fixtures and fittings when necessary, once approved by management.
- Be aware of the site's electrical circuitry and fuse board layout/ water gas circuits and control valves in order to operate in case of an emergency.

12. School Refuse – ensuring that all the rubbish of the school is disposed of in an approved way, to include:

- Emptying the playground bins
- Rotating the main bins to ensure capacity is used
- Ensuring where appropriate recycling bins are used as a preference
- Monitor the refuse contract and claim back holiday collections not required
- Annual school clearance, ordering a skip and stacking efficiently

13. Day to Day Support to staff – ensuring the following tasks are completed when required, to include:

- Assembling and dissembling the school stage as required
- Putting chairs and tables out in the hall and removing
- Bringing in the KS1 fruit and putting in the fridge 3 days a week
- Weekly Comax order – soap and sanitary
- Bringing in the weekly paper delivery and putting away
- Heavy lifting
- Road duty at end of school
- Out of school hours first aider

14. Out of school hour's events - the site manager will need to attend for the duration of special events including the following:

- School fair – organisation of exhibitors/clear up and school close down at the end of the report
- Firework Night – organisation of exhibitors/clear up and school close down after
- School shows

15. Risk Assessments, to include:

- Documenting new risk assessments and seeking approval
- Logging risk assessments
- Annual review of risk assessments and seeking approval

St Katharine's C.E. Primary School is dedicated to safeguarding the welfare of our children and this post will be subject to a DBS check.