# rpsbadgeRickleton Primary School

Site Manager

JOB DESCRIPTION

**Purpose of Job:**

Under the supervision of the Headteacher/ School Business manager the post holder will be responsible for ensuring school premises and grounds are safe, clean and healthy for all users of the site. This will include health and safety, cleaning, portage, minor repairs. The post carries some supervisory responsibility for other premises staff. Working hours for this post are subject to variation and may include call outs and unsocial hours.

**Principal Responsibilities:**

* To manage and ensure the security of the premises at all times
* Ensuring the premises are open for use as and when required and securing the premises at the

end of each shift

* To ensure the site remains a safe environment at all times
* To work alongside Governors and the Senior Leadership Team to create and maintain a facility management programme for the school
* Negotiate the renewal and manage the arrangements of maintenance contracts and associated

 SLAs for the site

* To ensure the lighting and heating of premises are functioning appropriately
* To clean certain areas of building and liaise with the cleaning staff.
* To work to own initiative and at the request of staff to ensure the building and environment is

 always maintained to the highest standard

All of the above points should be carried out in accordance with the specifications of the Head Teacher and the Governing Body.

**Main Duties**

**Security:**

* Responsibility as a key holder for the site and undertake associated call out duties if necessary.
* Notify the Police of any damage to the building, obtain a crime number, and secure the building if

necessary.

* Monitor on-site traffic reporting any issues as necessary to school management.
* Responsibility for the security of the building(s) and their contents including patrolling the school, opening and locking of gates and doors, ensuring that windows are locked and secure that

 security systems are activated accordingly

* Requesting unknown persons on site to furnish proof of identity to prevent trespassing on

premises referring to the Head Teacher and the police where necessary; where appropriate, to prevent unauthorised parking on the school site.

* Ensuring that CCTV cameras are functioning correctly, where applicable. Ensuring that video recording equipment is activated throughout the day and before going off duty on an evening
* Carry out daily perimeter checks and playground inspections for any hazards and establish and maintain records of these for evidence.

**Health and Safety:**

* To be responsible for H&S at the school and to attend appropriate ‘Health and Safety’ training

 courses when requested

* To ensure Personal Protective Equipment (PPE) is used wherever there are risks to Health and

 Safety that cannot be adequately controlled in other ways

* When on site ensure that areas involved with ”sickness” are cleaned immediately and disinfected within a reasonable time scale, and ensure that cleaning staff are aware to carry out deep

 cleaning.

* Ensure that all equipment and machinery is in a safe working condition and properly stored when

not in use, reporting any concerns about the condition of equipment to the Head Teacher or School business manager as quickly as possible.

* Create and maintain a COSHH assessment file, and when purchasing materials ensure that the manufacturer or supplier submits a safety data sheet.
* To ensure that assessments of all chemicals are requested and recommend safer alternatives as necessary
* To manage the control, monitoring, ordering and safe storage of cleaning materials and supplies

 as necessary

* Act as the designated SAMO for the school and be responsible for staff asbestos training and awareness
* Ensure that the asbestos register is kept up to date and that all contractors are asked to review

 and sign before undertaking any duties.

* To carry out 6 monthly inspection of the site and report any changes in the conditions where

asbestos has been identified to exist.

* To check water temperatures and make records on a weekly basis ensuring that all legionella assessments are up-to-date
* To test and record fire alarm systems and emergency lighting on a weekly basis.
* To be responsible for the production of the school’s Fire Evacuation Plan and managing the

 termly fire drills

* To undergo training in relation to Fire Warden Responsibilities, including examination, safe use

and inspection of fire equipment.

* To undertake an annual review of fire risk assessment with the head teacher
* Regular review of fire risk assessment during building alterations etc.
* Responsible for ensuring portable equipment is prepared for PAT testing to take place annually
* To identify and carry out first line minor repairs and maintenance where requested.
* To carry out snow clearing and gritting to ensure essential pathways are safe to use
* To keep school grounds and premises litter free, ensuring any hazardous materials or items are disposed of safely.
* To oversee the contractual maintenance of the boiler and heating systems to ensure satisfactory operation, as well as carrying out daily checks
* To maintain Risk Assessments and ensure they are kept up-to-date, making certain that all staff

 have signed to say they have seen, read and understood said Risk Assessments as required.

* To ensure plant equipment is serviced on an annual basis and records maintained.
* Annual Health and Safety audit with the head teacher
* Emergency Action Plan Review with head teacher

**Assessments:**

* To act on the Building Assessment which would include electrical and mechanical issues. Acting

 on reports issued from Property Services, the Site Manager would prioritise areas within the site

that had been identified for works.

* To carry out a risk assessment of the building(s) and grounds on a weekly basis, identifying

 areas that could potentially cause a risk or accident and establishing a record of these checks

and the resolution of any problems.

* Inspection of outdoor play equipment on a regular basis and drawing to the attention of the head

 teacher if any repairs or maintenance work is required

* To draw to the attention of the Head Teacher/School Business Manager any repairs or

 Maintenance work required at the site

**Personal Responsibilities:**

* Clean designated area and undertake emergency cleaning of other areas as necessary, including

 the disinfection of designated toilets where applicable

* As time permits, but at least once per year, cleaning of all light fittings and diffusers where

 necessary, using appropriate climbing equipment and arrange for collection of safe disposal of all

 old fluorescent light tubes.

* Manage supplies of products (e.g. light bulb/fluorescent tubes, cleaning materials, toilet rolls,

 hand towels etc) to enable the school to function smoothly

* Ensuring that the premises / site is available for out of school activities on evening including the

 setting up of equipment and / or furniture as required and securing the premises after use

* Carrying out authorised procedures in the event of a fire, flood, breaking and entering, accident

 or major damage

* Liaise and maintain relationships with outside agencies, including contractors, keeping records of

 all meetings and telephone calls

* Exercising judgement in assessing and carrying out minor repairs
* Work and co-ordinate with cleaning staff and contractors during the school holidays to undertake ‘deep’ cleaning of site, for example the cleaning of all inside windows.
* Ensure cleaning standards throughout school are well maintained.

**Heating Systems**

* Inspection of Boiler Plant twice daily to ensure boiler equipment is in sound working order.
* The cleaning of all ‘M and J’ heater filters before the commencement of the heating season

 where required.

**Other Duties**

* Porterage of goods and materials and movement of furniture and equipment as required.

 Accepting delivery of goods and materials for distribution and storage, always taking into

consideration health & safety factors when moving heavy or awkward items

* Ensuring that all rubbish and broken furniture is removed from the building and is taken to bins or

 to a safe storage area so that it can be disposed of.

* Report to Head Teacher any malicious vandalism.
* Negotiating prices with outside agencies when ordering goods and services.
* Annual Cleaning of all extractor fans on site
* The assembling and storage of the school stage as and when requested.

**Grounds Maintenance**

* To ensure that external litter bins are emptied daily and that the site is kept clear of litter and

 animal excrement.

* Grass cutting around school including maintenance of the willow garden and allotment areas
* Weeding of paths, paved areas and gutters etc. as required. Snow clearing and gritting of all

 essential paths as required.

* Ensuring that all hard playing areas and paths are free from hazards and that all drains and

gullies are free flowing and clean. Reporting any blockages to the Head Teacher /School Business Manager as appropriate.

* To follow the maintenance programme for all outside areas and equipment, keeping records of

when these maintenance procedures are carried out to enable a timetable of work to be developed

* To oversee the work of the Grounds Maintenance Contractors
* To assist the School Business Manager in keeping the Asset Management Register up-to-date.

**Prioritising and planning**

* Recording planned tasks targeted for the week and producing an overview for the year ensuring working targets are met.
* Regularly reviewing work undertaken by attending Premises meetings with the head teacher or

 school business manager.

* Undertaking other reasonable tasks as required by the Head Teacher.

**The Post holder must promote and safeguard the welfare of the children and young people that come into contact with.**

**The Post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the School.**

**The Post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of School records and information.**

**The Post holder must carry out their duties with full regard to the School’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other relevant Policies.**

**The Post holder must comply with the School’s health and safety rules and regulations and with Health and Safety legislation.**

**Signed by:**

**Post Holder:** .............................................................................

**Date:** ............................................................................

**Head Teacher:** ............................................................................

**Date:** ............................................................................