

Site Manager Grade D

Group: Learning and Children

Location: Chopwell Primary School

Service: Schools

Line Manager: School Business Manager

Car User Status:

To be responsible for the security of the school and its contents, portering and handyperson duties and ensuring a clean and safe environment by undertaking various checks and cleaning tasks in line with health and safety regulations.

The key roles of this post will include:

1. To be responsible for opening premises, ensuring the premises are secured with all alarms set properly after use, and to undertake key-holder responsibilities.
2. To carry out daily check of the whole school site for any health and safety issues or defects.
3. To undertake some cleaning of the premises, including after lettings if required.
4. To monitor and take delivery of goods and materials as required.
5. To undertake risk assessments and fire safety procedures in line with health and safety regulations.
6. To monitor and undertake checks in relation to water hygiene and emergency lighting.
7. To move furniture, equipment and materials around the premises, including before and after lettings if required.
8. To undertake handyperson duties as required by the Head Teacher and School Business Manager.
9. To act on reports of building defects as appropriate.
10. To be responsible for securing the premises after break-ins, vandalism and weather damage, including clearing up or arranging cleaning assistance to clear up the effects of the damage.
11. To ensure that all hard surface areas and paths are

Essential

Experience of:

- DIY and handyperson skills

Knowledge of:

- Appropriate Health & Safety legislation

Qualifications:

- Current driving licence

Desirable

Qualifications:

- BICS or NVQ equivalent
- IOSH
- COSHH
- D1 category on driving licence or be willing to undergo mini bus licence test

Knowledge of:

- Undertaking risk assessments

Experience of:

- Caretaker role
- Health and safety in a school environment

Communication

Expressing ideas and information clearly and in a way which helps people to understand the message.

Teamworking

Working with other Council employees to achieve results and develop good working relationships.

Dealing with customers/service users

Putting the customer/service user first and giving excellent service.

Being flexible

Adapting to change and working effectively in a variety of different situations.

Learning & developing

Actively improving yourself by developing new skills and knowledge, and learning from past experiences.

Making things happen

Organising yourself and taking responsibility for achieving results.