

SUMMARY OF MAIN DUTIES / RESPONSIBILITIES

Job Title: Site and H&S Manager

Job Purpose:

To be responsible for the supervision of all the Ryton Infant and Junior School Federation site maintenance, services and external contractors in order to maintain a healthy and safe environment for students, staff and other users of the Ryton Infant and Junior School Federation premises.

Main Duties / Responsibilities

ORGANISATION

- Implement the Ryton Infant and Junior School Federation planned repair and maintenance programme in line with the Premises Development Plan and health and safety standards:
 - Initiate specifications and orders for all repairs/improvements and authorise relevant works
 - Efficient operation of heating, water and electricity supplies and to carry out routine checks and minor repairs as necessary
 - Ensure the Ryton Infant and Junior School Federation is clear of waste and pests in line with agreed procedures
- To be responsible for carrying out security procedures for buildings, facilities and grounds including security patrols and inspections:
 - Carry out security procedures including the opening of buildings and lock up procedures
 - Respond to alarm call outs outside normal working hours or to ensure cover by a member of staff from time to time
 - Liaise with contractors responsible for the provision of security equipment
 - Prevent unauthorised access, trespass or parking of vehicles on the premises and grounds
 - Ensure all site staff are trained in all relevant security procedures
- Ensure the cleaning (internal and external) in the Ryton Infant and Junior School Federation is performed efficiently and to a high quality standard:
 - Ensure all cleaning duties of caretakers and cleaners are fulfilled and the Ryton Infant and Junior School Federation is a clean and litter-free environment
- Take a lead role in monitoring, maintaining the Ryton Infant and Junior School Federation Health and Safety policies and procedure as they relate to the building, facilities, cleaning and grounds:
 - Fire alarms are tested in line with guidelines
 - Assist in all fire/safety evacuation procedures and tests
 - Equipment used by caretaking and cleaning staff is validated and in safe working condition
 - Risk Assessments and COSHH Assessments are up-to-date, and staff are training in their use
 - Records are kept of regular checks/service calls on equipment.

ADMINISTRATION

- Monitor and manage stock (eg. bulbs, cleaning / hygiene materials) within an agreed budget, cataloguing resources and undertaking audits as required
- Maintain an inventory of all machinery, equipment and /materials
- Carry out complex administrative tasks eg. maintaining records, information and data, producing reports as required

RESOURCES

- Operate relevant equipment
- Maintenance of specialist equipment, check for quality/safety, undertake specialist repairs/modifications within own capabilities and arrange for other repairs/modifications to be carried out by others
- Maintain tidy and organised work spaces and storage areas
- Ensure health and safety guidelines are adhered to
- Provide specialist advice and guidance as required