

## Greenside Primary School

### Site Manager - Job Description

**Salary Scale:** Grade D Pt 5-6 (£19,312 - £19,698)

**Line Manager:** Headteacher

**Liaison with:** Assistant Headteachers and Administrative Staff

**Hours of work:** 37 hours per week, split shift, Monday to Friday

7:00am – 11:00am (10:30am Friday) then 2:45pm – 6:15pm

Occasional lettings or weekend work would be paid as overtime.

#### **Main Purpose of Job**

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 undertake the cleaning of a specified part of the premises, including after lettings if required.
3. To order, monitor and take delivery of goods and materials as required.
4. To undertake risk assessments and fire safety procedures in line with health and safety regulations.
5. To monitor and undertake checks in relation to water hygiene and emergency lighting.
6. To move furniture, equipment and materials around the premises, including before and after lettings if required.
7. To undertake handyperson duties as required by the Headteacher.
8. To act on reports of building defects as appropriate.
9. 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.
10. To ensure that all hard surface areas and paths are free from litter, snow and leaves, all gullies and drains are free flowing, and to conduct basic safety and / or hygiene tests.
11. To be responsible for the daily maintenance of school vehicles (where applicable).
12. Such other responsibilities allocated appropriate to the grade of the post.

## Person Specification

| Essential   | Desirable  |
|---|--|
| Experience of: <ul style="list-style-type: none"> <li>DIY and handyperson skills</li> </ul>               | Qualifications: <ul style="list-style-type: none"> <li>BICS or NVQ equivalent</li> <li>IOSH</li> <li>COSHH</li> </ul>              |
| Knowledge of: <ul style="list-style-type: none"> <li>Appropriate health and safety legislation</li> </ul> | Knowledge of: <ul style="list-style-type: none"> <li>Undertaking risk assessments</li> </ul>                                       |
|   | Experience of: <ul style="list-style-type: none"> <li>Caretaker role</li> <li>Health and safety in a school environment</li> </ul> |

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|---|---|
| <b>Communication</b>                      | Expressing ideas and information clearly and in a way which helps people to understand the message.   |
| <b>Teamworking</b>                        | Working with other employees to achieve results and develop good working relationships.   |
| <b>Dealing with the school community.</b> | Safeguarding the children and putting members of the school community first and giving excellent service to them and their families.                                      |
| <b>Being flexible</b>                     | Adapting to change and working effectively in a variety of different situations.  |
| <b>Learning and developing</b>            | Actively improving yourself by developing new skills and knowledge, and learning from past experiences. A willingness to undertake training courses relevant to the role. |
| <b>Making things happen</b>               | Organising yourself, maintaining records and taking responsibility for achieving results. Using initiative and working to deadlines.                                      |
| <b>Reliability</b>                        | To be responsible, honest and reliable.   |