



## **Site Manager Grade E**

**Group:** Learning & Children  
**Location:** St Aidan's CE Primary School  
**Service:** Schools  
**Line Manager:** Head Teacher  
**Car User Status:** N/A

To be responsible for the security of the school and its contents, ensuring a clean and safe environment by undertaking various checks and cleaning tasks in line with health and safety regulations and to identify and undertake repairs as and when necessary.

### **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 be responsible for identifying and carrying out minor repairs including the operation of a range of hand tools and equipment.
4. To take the lead on liaising with LES and external contractors for work to be carried out within the school including obtaining quotes and arranging / monitoring work.
5. To order, monitor and take delivery of goods and materials as required.
6. To undertake risk assessments and fire safety procedures in line with health and safety regulations.
7. To be responsible for daily operational checks of CCTV equipment.
8. To monitor and undertake checks in relation to water hygiene and emergency lighting.
9. To move and assist in moving furniture, equipment and materials around the premises, including before and after lettings if required.
10. To act on reports of building defects as appropriate.
11. 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.
12. To ensure that all hard surface areas and paths are free from litter and snow, all gullies and drains are free flowing, and to conduct basic safety and/or hygiene tests.
13. Such other responsibilities allocated appropriate to the grade of the post.



# ST. AIDAN'S CHURCH OF ENGLAND PRIMARY SCHOOL

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