|  |  |
| --- | --- |
|  |  |
| **School:**  **Salary and grade:** | Cheviot Primary School  13 - 17 (£23,008 - £24, 693) |
| **Working Hours:** | 37 hours/ week  (13 hours/week caretaking)  (24 hours/week cleaning) |
| **Responsible to:** | Executive Headteacher Lee Gallon |
| **Supervisory responsibility:** | NA |

# Job purpose

The site manager is responsible for:

* The management of the school site/s and grounds, ensuring that they are maintained in a safe, clean and secure condition, and undertaking such tasks as may be necessary for effective site management.
* Assisting the governors, Executive Headteacher/Head of School and senior leadership team (SLT) in formulating the aims and objectives of the school and in establishing the policies, systems and procedures through which they shall be achieved, including development of resource plans as required.
* The administrative maintenance of health and safety systems ensuring that regulations are followed and adhered to throughout the school and to maintain systems in accordance with Trust policy
  + Alarms and fire equipment and ensuring emergency exits are not obstructed
  + Liaising with the emergency services including call-outs as required. Reporting acts of theft or vandalism to the Executive Headteacher/Head of School, SMART Multi Academy Trust and/or police as necessary.
* Carrying out security procedures for school buildings and grounds, including securing the academy site.
* Opening and closing of academy premises, including gates, doors, windows, fire exits etc.
* Keeping a diary of events and contractor visits and scheduling routine maintenance.
* Supporting and contributing to the overall ethos, work and aims of the school.

# Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the line manager.

# Job specification

## Operational

1. Establish and maintain good relationships with all students, parents/carers, colleagues, contractors and other professionals.
2. Act as a key-holder and control site keys, and routine and non-routine opening.
3. Be responsible for the maintenance of the school site, buildings and grounds to a high standard.
4. Ensure maintenance and functioning of the school’s heating and utility systems and services.
5. Maintain an up to date location plan of all turn valves and switches for utilities.
6. Produce and implement an annual maintenance plan which identifies and schedules service contracts and long term non-recurring, short term cyclical and preventative work.
7. Liaise with architects and surveyors, under the direction of her/his line manager and assist in the preparation of outline specifications for alterations and improvements to the buildings.
8. Ensure that all school buildings and grounds are cleaned to agreed standards and specifications, including the establishment of effective monitoring systems and rotas.
9. Arrange for the removal of graffiti, contracts for refuse collection and sanitary bins.
10. Report on, arrange, and oversee any alterations, redecoration, building and maintenance works and specialised repair work.
11. Personally undertake minor repairs and maintenance tasks, which are within her/his competence and identified as such, arranging for other repairs to be carried out, and organising emergency response to vandalism damage.
12. Order and maintain stocks of materials, equipment and protective clothing as required.
13. Organise and / or personally undertake the removal snow and other obstructions from entrances, steps and access pathways, maintaining adequate stocks of salt and sand.
14. Be responsible for the security of the site and grounds, including liaising with other stakeholders in respect of arrangements for safeguarding in accordance with school policies and procedures.
15. Report any breaches of security immediately and ensure that any resultant damage is remedied properly and promptly.
16. Undertake and co-ordinate various porterage and administrative duties.
17. Ensure, in conjunction with the Executive Headteacher/Head of School and her/his line manager, that all health and safety procedures and requirements are being resourced and met, so recognising the health, safety and welfare of all premises users and visitors, including contractors.
18. Unsure that all required risk assessments are carried out and completed, and that action is taken where necessary.
19. Ensure that appropriate signs and notices are displayed.
20. Notify appropriate agencies of any issues and make necessary arrangements, e.g. for pest and vermin problems.
21. Co-ordinate the evacuation and search of the school premises as required, liaising with the Executive Headteacher/Head of School and her/his line manager at all times.
22. Maintain hygiene standards within the school through assigned cleaning responsibilities.

## Administrative/financial

1. S/he shall ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines.
2. S/he shall undertake responsibility for administration relating to all areas within her/his remit.
3. S/he shall undertake responsibility to ensure that manual and computerised records and filing systems relating to all areas within her/his remit are maintained as required.
4. S/he shall maintain up to date records of the school’s assets.
5. S/he shall deal with correspondence promptly and as required.
6. S/he shall ensure that financial procedures and activities are carried out in accordance with school policies and procedures, such as taking meter readings, placing purchase orders.

## General

1. Work outside of normal school working hours for extended school status activities, lettings, school events, and emergencies as required.
2. Participate in school emergencies as required, including co-ordinating arrangements, locating students and staff, providing contact details and completing necessary documentation.
3. Arrange and give training sessions to staff to ensure that they are aware of associated procedures and regulations.
4. Seek, consider, and act upon professional support and advice as required.
5. Keep up to date with relevant legislation and regulations including health and safety and Control of Substances Hazardous to Health (COSHH) developments, and communicate relevant information to staff.
6. Support the Executive Headteacher/Head of School and her/his line manager in advising the governing board and its committees as appropriate and when required.