# **Job Description** Durham County Council logo

| **Post title** | Site Manager |
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| **Job Evaluation** | Yes/**No** |
| **Grade** | Grade 4 |
| **Service** | Schools |
| **Service area** | Pelton Community Primary School |
| **Reporting to** | The postholder will be accountable to Office Manager / Headteacher |
| **Location** | Your normal place of work will be Pelton Community Primary School |
| **Disclosure and Barring Service (DBS)** | This post **is subject to an Enhanced Disclosure** |

## **Description of role**

## Responsible for the maintenance, security, cleaning, premises health and safety and facilities management on the whole school site.

## **Duties and Responsibilities**

Listed below are the responsibilities this role will be primarily responsible for:

* Supervision of the cleaning team to ensure high standards of cleanliness and hygiene are maintained at all times.
* To be responsible for premises-related health and safety policies and risk assessments ensuring they are up to date and shared with appropriate staff
* Ensure the buildings are well maintained by arranging for small works/repairs with contractors and tradespeople.
* Ensure that outsourced repairs/maintenance provide value for money and seek quotes for work as instructed.
* To be responsible for ensuring the site is accessible when needed and secured correctly, following appropriate procedures when not in use
* Designated key holder for school premises
* To be responsible for regular security checks to identify security risks and carry out site inspections to ascertain maintenance requirements and report findings to the appropriate member of the leadership team to ensure appropriate action can be undertaken.
* To be responsible for fire safety equipment and carry out fire drills to ensure health and safety regulations are complied with and both staff and pupils are aware of fire drill procedures in the event of an actual fire incident.
* Operate and respond to alarm systems as appropriate and check that alarm systems are working correctly to meet with Health and Safety regulations and procedures.
* Ensure CCTV equipment is in working order
* In the event of emergencies (ie burgalary), temporarily secure premises e.g. board up broken windows etc. and liaise with senior staff regarding callout procedures to ensure premises can be secured appropriately as quickly as possible.
* Liaise with staff using the premises for out of hours activities to ensure premises are secured correctly after use
* Monitor consumables and stock and/order supplies
* To be responsible for ensuring simple joinery/handyman repairs and maintenance duties are undertaken such as painting and repairing/maintaining fixtures and fittings, erecting shelves etc to ensure premises and fittings are safe and fit for purpose
* To be responsible for ensuring simple plumbing repairs are undertaken when required such as unblocking sinks and drains, replacing tap washers etc to ensure sanitary facilities are in good working order
* To be responsible for carrying out daily checks and inspections of premises and grounds, fixtures, fittings etc. to assess maintenance/repair needs and health and safety risk assessments and take appropriate action regarding findings
* Operate and maintain the heating system, to ensure a comfortable warm environment is provided for staff and pupils and also with consideration to energy conservation
* Keep boilder house tidy and free of combustible material
* Carry our frost/holiday procedures as necessary
* Read all meter (gas, water, electric)
* Oversea onsite maintenance contractors, checking work is complete to satisfactory standards and within required timescales.
* Operate and maintain the lighting system, ensuring light bulbs are replaced when required to ensure adequate lighting is maintained to meet with needs
* Carry out and oversee the safety testing of portable electrical appliances and the annual fire equipment testing. Maintain accurate and up to date records to meet with regulations and procedures
* Be responsible for a cleaning area within school and cover in cleaners absence
* Oversee emergency cleaning duties i.e. graffiti removal and spillage (eg sickness) etc. when necessary to ensure the school is maintained to a high standard
* Co-ordinate deliveries to the school, ensuring all paperwork is in order and delivered to appropriate member of staff.
* Ensure all specialist sports equipment are maintained and cleaned to a high standard and any issues are reported to the appropriate person
* To liaise with the senior leadership team regarding premises, so that any problems/maintenance issues can be discussed and resolved
* To carry out any porter duties such as moving furniture, school stage etc. as required assisting with the efficient running of the school
* To ensure all areas are kept clean, free of litter, leaves and weeds.
* To ensure paths are cleared of snow, gritted or salted when applicable to ensure the environment is safe for use
* To carry out daily, monthly and annual checks of all out door equipment ensuring safe for use.
* Carry out minor gardening duties as required and liase with relevant contractors regarding Tree Inspection
* To be responsible for Annual Health and Safety Audit Risk Assessment in conjunction with the Health and Safety Advisor and Office Manager.
* To attend any training courses relevant to the post, ensuring continual personal and professional development
* To work as part of a team
* Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude
* Maintain accident records as required.
* The Post holder may undertake any other duties that are commensurate with the post
* To be responsible for the operation of a planned preventative maintenance programme and ensure routine maintenance inspections of buildings, fittings, fixtures, premises and grounds are carried out to identify areas requiring maintenance and repair to ensure work can be carried out efficiently

The generic responsibilities which will be undertaken in support of the above work include the following:

Confidentiality and Induction

* Facilitate lettings and carry out associated tasks, in line with local agreements
* Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately
* Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules. These include:

1. Fire safety – Fire drills, call points, escape routes, emergency exits, firefighting equipment, housekeeping, fire alarm tests
2. Legionella testing
3. Meter readings
4. Ladders and working at height equipment safety inspections
5. COSHH Register
6. Alarm tests

* Carry out gate patrols as required
* Maintain the perimeter and grounds of the school carrying out daily inspections and reporting/rectifying any defects
* Access roof area to maintain gulley’s and drainage works in and around the school site (not requiring specialist cleaning equipment)
* Receive deliveries to the school site
* Collect and assemble waste for collection actively promoting recycling in school.

**Individuals in this role may also:**

* Provide training on health and safety issues to other school staff including fire evacuation procedures, working at height and manual handling.
* Obtain a First Aid Certificate and keep qualification up to date

## **Organisational Responsibilities**

### **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

### **Smarter working, transformation, and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

### **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

### **Health, Safety and Wellbeing**

To take responsibility for health, safety, and wellbeing in accordance with the council’s Health and Safety policy and procedures.

### **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

### **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

### **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

### **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

### **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

### **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

### **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.