



Furrowfield School



Site Manager Job Description

Location:	Furrowfield School
Position:	Site Manager
Contract:	37 hours per week Monday to Thursday 7.15am – 3.15pm, and Friday 7.15am – 2.45pm
Salary:	Grade E - £27,709 - £29,071

Job Overview

Responsible for the security of the premises and their contents including keys/fobs and operation of the alarm systems to ensure the school and grounds are clean, safe and secure.

To carrying out cleaning, handyperson activities, routine maintenance and refurbishment, portage, and minor repairs and some supervision of school cleaning staff.

To promote health and safety around the school including supervising external contractors, and site use and development planning.

To work flexibly to ensure service delivery, including emergency calls or evening and weekend lettings when required

Duties and Responsibilities

General Duties

- Carry out portage duties, such as moving furniture and equipment around the school including safe storage.
- Dealing with daily deliveries and maintaining appropriate stocks of materials, protective clothing and equipment as necessary (placing orders via the school office).
- Maintain the general school premises, furniture and fittings, and report any issues to the Line Manager.
- Carrying out health and safety checks such as fire safety and alarm checks as outlined in the Fire Log-Book and annual PAT Testing.
- Conduct required checks of water supply and complete site log for water hygiene.
- Carry out general repairs within capability to avoid unnecessary costs of external contractors.
- Arrange larger repairs and obtain quotes from contractors.
- Establish constructive relationships and deal with enquiries from staff, council employees, contractors, members of the public and school governors in connection with site manager duties for premises and maintenance.
- Undertake any training requirements to enable the role of Site Manager to be undertaken more effectively and safely and to keep abreast of changes in legislation.
- Carrying out any such duties arising from time to time and which are reasonable request by the School Business Manager and Head Teacher.
- Assist with premises advancement plans.
- Maintain a list of approved contractors.
- Ensure all equipment is maintained and inspected as required.

Cleaning

- Carry out cleaning of designated areas in school and any ad-hoc duties, such as litter picking and arranging the disposal of waste (including safe use of equipment, machinery and cleaning agents)
- Carry out emergency duties, such as gritting and cleaning up spillages, bodily fluids, removal of graffiti
- Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels
- Organising safe removal of refuse collection, sanitary bins, door mats, etc

Security

- Maintain the security of the school premises as the main key holder and liaise with Gateshead Council and Police or other emergency services as necessary
- Lock and unlock the premises as required, including out of school hours when necessary
- Acting as the main key-holder/door fob control access to the school
- Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off
- Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures
- Checking daily intruder and fire alarms panels and de-activating and testing automated alarms and bell systems including statutory fire checks and recording details
- Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
- taking whatever independent action is deemed necessary following a break-in.
- Advise the Executive Headteacher/Head of School on all matters relating to school security and safety
- Assist with any agreed out-of-school activities for both school functions and lettings as required

Health and safety

- Ensure a safe working and learning environment in accordance with relevant legislation
- Carry out and record regular health and safety checks, including on legionella risk, safety equipment, and any hazards on school premises; report any problems to School Business Manager
- Carrying out health and safety checks such as fire safety and alarm checks as outlined in the Fire Log-Book and record appropriately
- Conduct required checks of water supply and complete site log for water hygiene/legionella testing.
- Ensuring that the school grounds are clear of litter or other hazards to the health and safety of children, staff, parents and visitors to the school
- Ensuring all drains and gullies are free flowing
- Carry out/arrange routine procedures and checks for any ancillary equipment such as heating plants, boilers, pumps so that agreed temperatures are maintained in the schools and that an adequate supply of hot water is available. Report any issues to allow further specialist checks to be carried out
- Carry out emergency procedures in the event of fire, flood, breaking and entering, accident or major damage
- Provide safe access to the school in cold weather conditions
- Make sure all members of the team follow health and safety procedures
- Monitor the work of contractors, ensuring safe working practice and quality of work
- Carry out the necessary daily checks on the school mini-bus and organize any servicing and maintenance
- Work with the Health & Safety Team as required and keeping up to date with the latest legislation
- To have due regard for safeguarding welfare of children

Supervision

- Advise and support contracted cleaning staff and liaise with the cleaning team regarding the annual deep clean of the building.
- Ensure contractors and external visitors comply with security and health and safety while on school premises including asbestos awareness and management.
- Monitor and ensure external ground maintenance is to standard, liaising with Grounds Maintenance as appropriate

Administrative duties to include:

- Responsibility for updating, recording and managing all record keeping related to health and safety of the buildings using current school IT systems
- Ordering of equipment, materials and cleaning products in co-ordination with the Business Manager and monitoring of spend in line with the school budget
- Organising and obtaining quotes for contracted work to ensure 'Best Value'
- Recording weekly/monthly/annual health and safety related checks around school
- Recording information from fire drills in the fire safety record book
- Collate information regarding Premises and Health and Safety to be incorporated into the termly leadership report presented to the Governing Body.
- Attend H & S/Premises Governing Body Committees as required.
- Any such duties arising from time to time, and which are reasonable request by the School Business Manager or Head Teacher.

Furrowfield School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

The position will be subject to an enhanced DBS check.