



Spring Meadow Infant and Nursery School

Job description

TITLE OF JOB:	SITE MANAGER
LOCATION:	SPRING MEADOW INFANT AND NURSERY SCHOOL, HIGH BARNS, ELY, CAMBRIDGESHIRE CB2 4RB
GRADE:	SCALE 3 Point 5
WORKING HOURS:	25 hours per week
WORKING WEEKS:	52 weeks
USUAL HOURS OF WORK:	Monday – Friday (7.30am unlocking hours and 6.00pm locking up) Other hours are negotiable

1 PURPOSE OF YOUR JOB

To provide a clean and safe environment for users of the school buildings and grounds and be the First Contact key holder.

To ensure all inspections of property are up to date and small property projects are managed. To manage repairs and maintenance tasks and DIY duties in order to ensure the buildings/grounds provide a safe learning and working environment for pupil's staff and visitors.

2. MAIN AREAS OF RESPONSIBILITY

- Security of the school's buildings and grounds. To be a first contact key holder for on-site co-ordinator for emergencies or critical incidents e.g. Southern Monitoring and the Police. Offering 24/7 cover for the whole school site including the Children's Centre.
- Locking up in the evenings including activating alarms.
- Operating the school's heating plant. Monitoring use and promoting energy conservation
- Monitoring daily and periodic cleaning of designated areas of the school building and grounds.
- Handyperson duties which may include minor repairs to furniture and fixtures and minor decorating tasks.
- Liaising with outside premises contractors when working on-site undertaking repairs/maintenance work.
- Being the main key contact for contractors regular maintenance visits.
- Maintaining the asbestos log and reporting to Property Compliance
- Undertaking weekly fire alarm checks.
- Recording termly fire drills and annual evacuation procedure practice
- Maintaining a legionella testing log and carrying out weekly checks
- Maintaining a weekly emergency light log
- Monitoring of external cleaning staff in order to ensure the school is clean. Where applicable undertaking certain cleaning work i.e. main hall/dance studio.
- Keeping the whole site safe and accessible – e.g. snow clearance, distribution of salt/grit, removing mud/leaves from pathways and playground areas etc.
- Preparing for daytime, evening and weekend activities including lettings and community use and in some circumstances clearing up after these activities.
- Contributing to a working environment which supports equal opportunities and anti-discriminatory practice.
- Ensuring the highest standards of health and safety are maintained.

Daily Tasks

- Unlocking the school every day and locking up at the end of the day. Set and deactivate alarms. Lock all gates at the end of the day and ensure that all windows etc. are shut.
- Check all lights in classrooms, corridors, toilets, external areas and storerooms etc. are in working order each afternoon/evening,



- Check boiler daily and ensure that everything is in working order, and heat is supplied when necessary.
- Ensure on a daily basis that sufficient supplies of soap, paper towels and toilet paper in both children's and staff toilets.

Caretaking, Maintenance and Repair Work

- Undertake minor repairs and bring to the attention of the Headteacher any repairs or items requiring attention or that is too large or complex to be dealt with by the post holder.
- Carry out various minor works around the school where necessary e.g. replacing washers.
- Erect shelves and effect minor repairs to furniture and fittings
- Undertake minor painting and decorating projects.
- Record dates of repairs and services carried out at the school.
- Make regular checks that all sanitary fittings are in working order and reporting any malfunction to the office.
- Regularly check electrical sockets and electrical appliances. Ensure all statutory testing is undertaken.
- Undertake weekly checks of firefighting equipment and fire alarm call points.
- Weekly flushing out of all rarely used outlets.
- Daily and weekly checks of playground and external play equipment.
- Regular checking of time clocks to ensure they remain set appropriate to temperatures and daylight hours.
- Re-adjust clocks regularly to ensure synchronicity, especially after power cuts and when clocks go back, replacing batteries etc.
- Assist in carrying health and safety checks in accordance with the school's health and safety policy.

Grounds Maintenance

- Cut the grass around the school.
- Clear leaves and litter from all paths.
- Sweep/hose down muddy paths.
- Cut back any shrubs which overhang the paths that have not been dealt with by contractors.
- Clear weeds growing on paths, playground, entrance and car park.
- Sweep out under canopy and covered entrance.
- Walk the perimeter fence and check and clear litter.
- Clear paths and playground of snow and ice, leaves, etc.
- Check gullies, guttering and surface water drains are free from leaves and functioning efficiently.
- Ensure the roof is clear of leaves and debris.

Cleaning – Daily/Weekly

- Clean and upkeep the maintenance of the main hall and the dance studio floor.
- Ensure external cleaners' daily and weekly tasks are completed to a ~~slly~~ satisfactory standard.
- Ensure all waste bins and recycling bins are emptied regularly, including ~~all~~ bins by the cleaners.
- Check sinks, toilets and surrounds are cleaned to a satisfactory standard.
- Clean other areas as directed that are not in the cleaning contract or in the absence of the cleaner for any reason.

To undertake other duties as directed by the School Business Manager or other staff members from time to time.

3. ORGANISATION CHART

Head teacher

School Business Manager

Site Manager



4. SUPERVISION

The post holder will work largely on his/her initiative subject to the general and specific direction of the School Business Manager.

5. JOB CONTEXT

The post holder will be responsible for a range of site duties and cleaning roles. The balance of work may be reviewed at the discretion of the School Business Manager, according to the changing needs of the school.

6. CONTACTS

Head teacher and office staff
Teaching and support staff
Parents and pupils
Visitors especially contractors on site
Cleaning staff

7. KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of working in school or similar environment.
- Flexibility and sensitivity to the needs of a wide range of users of the school.
- Good computer skills
- Knowledge of efficient cleaning methods and material is desirable.
- Ability to prioritise and manage a workload efficiently and independently.
- Evidence of success in completing handyperson or DIY tasks (paid or unpaid).
- Awareness of the requirements of health and safety legislation and good practice relevant to the duties of the post.

8. PROBLEMS AND DECISIONS

- Advising the School Business Manager of faults to the buildings, fixtures and fittings which require specialist attention.
- Monitoring and ordering an adequate stock of appropriate materials and equipment as authorised by the School Business Manager.
- Liaising with cleaning staff, working effectively as part of an efficient team.
- Liaising with contractors on site to ensure minimum disruption to the work of the school.
- Taking responsibility for making H&S risk assessments and annual audits

9. FINANCE AND RESOURCES

The post holder will be aware of school budget constraints and always consider 'best value' when maintaining the building.

10. PHYSICAL EFFORT

Duties will require physical effort and a reasonable level of fitness.