



## Job Description

**Post title:** Site Manager (Grade 5)

**Responsible to:** Headteacher

**Responsible for:** All Site Manager duties at Fairhaven Primary School, as well as Trustwide support/cover as and when required.

**Salary:** Grade 5, points 12 to 16 (Trust's support staff pay scales)

<b>Purpose / overall responsibility</b>
The post holder will have a proactive, comprehensive role in ensuring the school buildings, facilities, site services and lettings programmes are maintained and operated to specific standards under the direction of the Headteacher / Head of School.
<b>Security</b>
<ul style="list-style-type: none"> <li>• Ensure that practices and procedures defined for the total security and safe use of school premises are complied with, including but not limited to:             <ul style="list-style-type: none"> <li>○ Ensuring premises are locked / unlocked and secure liaising with lettings as applicable.</li> <li>○ Operation of alarms.</li> <li>○ Ensuring lights are turned off and windows are closed.</li> <li>○ Ensuring fire doors are operational and alarms tested.</li> </ul> </li> <li>• Take a pro-active role in identifying and implementing improvements to site security.</li> <li>• Be on call in the event of emergencies and liaise with local police or other authorities as required.</li> </ul>
<b>Site Management / Maintenance</b>
<ul style="list-style-type: none"> <li>• Ensure routine building and site maintenance work is undertaken as required e.g.             <ul style="list-style-type: none"> <li>○ Minor plumbing repairs and maintenance;</li> <li>○ Minor carpentry repairs and maintenance;</li> <li>○ Minor plastering works; and</li> <li>○ General internal and external painting tasks</li> </ul> </li> <li>• Assist with planning and organisation of school refurbishment programmes.</li> <li>• Liaise with school staff and contractors as required.</li> <li>• Ensure all plant and equipment is maintained to the required standard including:             <ul style="list-style-type: none"> <li>○ Heating, lighting and electrical fittings; and</li> <li>○ Fire extinguishers and fire doors.</li> </ul> </li> <li>• Ensure all outside services are maintained, including drains and hard areas.</li> <li>• Oversee the use of the school facilities, liaise with customers, and ensure all lettings arrangements are adhered to.</li> </ul>



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- Contribute towards the school Health and Safety policies, ensuring they are implemented and closely monitored to include management of asbestos.
- Ensure health and safety regulations are complied with and all Health and Safety checks are undertaken and recorded.
- Ensure that energy and conservation policy and procedures are complied with including ensuring all heating and lighting is adequately maintained.
- Contribute to the development and monitoring of the schools Risk and Fire Assessment procedures.

### **Porterage and Supplies**

- Porterage and transportation of equipment, furniture and materials including those required for lettings.
- Ordering, storage, and replenishment of supplies subject to approval by the Headteacher – paper towels, toilet rolls, soap, cleaning materials, milk, post etc.

### **Cleaning**

To be responsible for the line management of school cleaners to ensure completion of the following duties:

- General cleaning duties as directed and to specification including:
  - Collection and disposal of litter;
  - Emptying of outside waste bins;
  - Cleaning and disinfecting drains and gullies;
  - Unblocking accessible gutters;
  - Cleaning snow and leaves;
  - Removal of rubbish; and
  - Removal of graffiti.
- Buffering of hall floor when required.
- Occasional cleaning cover as required e.g., covering a period of absence.
- Monitor the standards of cleaning and report problems to line manager.
- Ensuring that emergency cleaning is carried out e.g., removal of bodily fluids, broken glass, flood damage etc.

### **Grounds Maintenance**

- Be responsible for the mowing of the playing fields and other grass areas.
- Under the direction of the Headteacher be responsible for the marking out of sports pitches.
- Pruning of shrubs and digging and upkeep of borders.
- Keep playground, paths, and front of school clean and litter free.
- Keep playground, paths, and front of school free of weeds and moss.
- Be responsible for the general upkeep, pruning of shrubs and maintenance of the Forest School area so that it continues too always be accessible.



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### **Health and Safety:**

- To assist with all Health and Safety standards, statutory compliance, and regulations inspections.
- To assist with any site inspections undertaken by the Trust or external contractors as required.
- To undertake any training relevant to the Health and Safety, e.g., Asbestos Management/Awareness, Working from Heights. First Aid etc.

### **Other Duties**

- To undertake any other duties which may reasonably be regarded as within the nature of the duties/responsibilities/grade of the post as specified by Headteacher / Head of School, Trust Business Manager or DFO.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Develop constructive relationships and communicate with other agencies / professionals.
- Share expertise and skills with others.
- Participate in training and other learning activities and performance development as required.
- To set an example of personal integrity and professionalism.
- To cover site manager duties at other schools within the Trust as and when required by the DFO.