

Site Manager Job Description

Main Responsibilities	<p><u>Job Purpose:</u></p> <p>To ensure that the school premises, grounds and site are managed efficiently, effectively and safely.</p> <p><u>Cleaning</u></p> <ul style="list-style-type: none">• Work with the cleaning staff.• Order cleaning and premises supplies through the SBM.• Ensure all areas of the school, both inside and outside, are kept tidy and clean• Complete specific cleaning tasks on a regular basis, such as clearing up any litter outside, ensuring courtyard and entrances are kept free of cobwebs and dirt, clearing external guttering and high level cleaning.• Carry out evening cleaning along cleaning staff• Carry out emergency cleaning tasks when on site and cover for absent cleaners when required. <p><u>Maintenance & Premises</u></p> <ul style="list-style-type: none">• Ensure all areas of the school, both inside and outside, are well maintained• Liaise effectively with all staff, Local Authority Officers and a range of outside contractors.• Maintain a record of work undertaken by Contractors• Maintain a schedule of routine servicing and inspection for the premises, ensuring that these take place in a timely manner• Undertake a range of maintenance and repair work at suitable times around school, including painting and decorating, varnishing, as well as general DIY jobs.• Maintain landscaped areas not covered by the grounds contract and liaise with the contractors as needed• Repair, relocate or assemble new furniture as and when required.• Replace light bulbs and tubes when required.• Develop a detailed understanding of how the heating, plumbing and electrical services work on site and ensure they continue to operate in a reliable and efficient manner.• Operate the trend system for setting on and off times, temperatures etc.• Contribute to premises development plan for the next 3 to 5 years.• Produce a report for the governors termly meetings• Reading and recording of electricity, gas and water meters on a monthly basis and completing returns.
------------------------------	---

Site Manager Job Description

Security

- Responsibility for the supervision of the site and premises
- Responsibility for the operation of security and fire systems
- Be responsible for locking and unlocking the premises in term time and holiday time.
- Have responsibility for responding to call outs to the school premises out of school hours (i.e. if alarm triggered).

Health and Safety

- Ensure all Health and Safety checks are routinely completed, such as for the fire and intruder alarms, emergency lighting, evacuation drills and legionella water checks.
- Organise termly fire drill on a whole school basis and report on drills.
- Ensure appropriate Risk Assessments are in place and reviewed on an annual basis or in the case of any change.
- Monitor alarm systems, fire safety equipment, emergency lighting, heating and air conditioning and report any problems
- Grit and sweep outside areas as and when required during the winter months.
- Complete routine checks of the school site outside of the school's normal working hours, including during the school holidays and respond to any emergencies in the appropriate manner.

Other

- Respond to emergency call outs and alarm activation.
- Unlock and open up the school at 7:15 am every school day.
- As and when required, set up the hall or other rooms with chairs and tables for various meetings or events in school.
- Take delivery of school supplies and organise their distribution or storage around school.
- Ensure the outside rubbish and recycling bins are organised efficiently and kept tidy.
- Undertake any other reasonable duties as requested by the School Business Manager or Headteacher.