London Borough of Redbridge

Job description

Job title	Site Manager	**Grade**	
School	Cranbrook Primary School		
Reports to	School Business Manager		
Responsible for	Management of 2 in-house site staff and 8 in-house cleaning staff. Oversee external contractors working on site. Member of Health & Safety team.		

Purpose of job

- Support the School Business Manager by ensuring the school buildings and grounds are clean, tidy, safe, secure and maintained to a high standard.
- Act as a Key Holder and emergency contact out of hours.
- Liaise with and oversee external contractors when on site.
- Manage the site and cleaning teams to ensure satisfactory levels of caretaking, cleaning and hygiene.
- As a member of the Health and Safety Team, implement H&S across agreed areas including premises risk assessments, fire safety, COSHH and statutory inspections.

Main duties and responsibilities

Line Management responsibilities**:** Supervision, planning and organising the allocation of work to the site and cleaning staff ensuring high standards of work and time-keeping. Provide feedback to the School Business Manager on performance.

Act as a Keyholder and out of hours emergency contact. Provide access to the school in an emergency, call the emergency services and inform the School Business Manager and Headteacher.

Liaise with external contractors including obtaining quotes for works and overseeing works on site. Ensure works are carried out safely and to a high standard. Monitor performance of contractors and report any concerns to the School Business Manager.

Assist the School Business Manager with project management of site and grounds projects.

Ensure the security of the school site (buildings, grounds and contents) by regularly reviewing the Security policy, risk assessment and daily arrangements. Arrange for daily security checks to be undertaken and ensure vigorous locking and unlocking procedures are in place. Ensure the CCTV, burglar alarm and access control systems are fully operational.

Carry out daily checks of the premises and grounds as part of the unlocking H&S procedure, join the weekly site inspection with the School Business Manager and ensure statutory weekly, monthly, half termly, term and annual inspections are carried out and recorded.

Ensure mechanical and electrical systems including heating and lighting are maintained - a planned preventative maintenance contract is in place. Ensure any defects reported via maintenance visits or inspections are remedied.

Identify necessary repairs needed eg, change light bulbs, fix leaking tap and possible hazards which should be recorded and allocated for action.

Carry out general handyman repairs and improvements works such as putting up shelves and noticeboards along with the Caretaker. Works should be done in-house whenever possible.

Ensure timely distribution of deliveries around the school by the site team.

Ensure safe and timely portage, lifting and carrying of furniture, equipment as needed.

Clear rubbish and broken items as needed and arrange regular skips days.

Set up rooms for meetings and events as per the Week Ahead and ensure the rooms are cleared up when the event is finished.

Supervise the work of the Grounds Caretaker to ensure the school grounds are safe and ready for use, litter and excrement free, grounds and paths are clean, cleared of litter and weeds and that there are no hazards, external bins are emptied daily, areas are gritted and salted as needed, grass is regularly mown, borders, shrubs and hedges are maintained, drains and gullies are regularly checked and cleaned to keep them free flowing and unblock them as needed.

Manage the work of the in-house cleaning team to maintain high levels of cleanliness, ensure toilets are cleaned during the school day, ensure bathrooms are adequately stocked, prompt clean up of vomit or bodily fluids, removal of indoor rubbish, removal of graffiti, deep cleaning of floors during the school holidays and arrange hire of machines, arrange holiday deep cleaning and annual high level cleaning. Arrange timetables/ areas, monitor the standard of cleaning and report any concerns to the School Business Manager.

Be responsible for the selection and re-ordering of site and cleaning resources and consumables, regularly monitoring stock levels to ensure there is always adequate stock available

Maintain orderly records and information and effectively plan the workload of the site and cleaning teams. Produce annual planners and work schedules.

Maintain a purposeful, orderly and productive working environment.

As a member of the Health and Safety Team, ensure the school is safe at all times, that H&S and fire fire legislation is adhered to and implement the school H&S policy and procedures.

Be a trained First Aider.

Carry out premises health and safety risk assessments ensuring annual review and dissemination.

Maintain the COSHH register and ensure PPE is used appropriately

Co-ordinate fire safety including ensuring the fire safety policy, procedures and fire risk assessment are reviewed annually, schedule termly fire drill and ensure that fire equipment is maintained.

Ensure internal and external statutory testing is carried out and accurate records maintained.

Book annual inspection of sports equipment, playground equipment, drama equipment and any other inspections arranged directly by the school.

Be responsible for ensuring the statutory maintenance and safe use of equipment including the ESCA ladder and roof harness system.

Any other duties consistent with the purpose and grade of the post.

General

<u>Responsibilities</u>

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Safeguarding

- Be responsible for promoting and safeguarding the welfare of all children, especially those who are vulnerable and have additional needs
- Be familiar with and have read Part 1 of KCSIE September 2022, and adhere to the school's agreed policy and procedures for child protection
- Pass on any concerns about a child to the DSL or the Deputy DSL at the earliest opportunity
- Be compliant with all agreed procedures in line with the school's COVID risk assessment.

Duties and responsibilities of the post may change over time as requirements and circumstances change. The job description does not form part of the post holder's contract of employment.

Person specification

Job Title	Site Manager	**Grade**	
School	Cranbrook Primary School		

Education and Qualifications:

- GCSE Maths and English (Grade C)
- N/SVQ Level 4/HND/Degree in relevant discipline or appropriate caretaking experience

Experience/Knowledge/Skills:

- Experience of working in a relevant discipline, i.e. caretaking/site keeping experience in a school.
- Management/supervisory experience – able to organize and supervise a team.
- Willingness to undertake training.
- Handyperson and DIY skills and experience such as decorating, putting up shelves, fixing a leaking tap and changing a plug.
- Able to use range of tools.
- Full working knowledge of relevant premises and H&S legislation and policies.
- Knowledge of health and safety procedures and precautions.
- Knowledge of fire safety and security procedures.
- Knowledge of COSHH regulations.
- Knowledge of health and hygiene procedures.
- Knowledge of moving and handling procedures.
- Able to use ICT effectively – email, excel, word.
- Good oral and written communication skills.
- Able to plan and prioritise.
- Proactive, flexible and hard working.
- Able to relate well to children and adults.

Other job requirements:

- Enhanced DBS
- Physical ability to carry out manual handling tasks such as lifting, carrying and moving items, cleaning tasks such as mopping, using floor machines and cleaning toilets and able to use a range of tools
- Ability to work a shift pattern starting at 6am to finishing at 6:30pm. You will have a usual shift but will need to be flexible in the case of absence.
- Ability to quickly respond to emergency callouts out of hours