

Job Description



Department	Children's and Young People	Division	Schools
Designation of Post	Site Manager with Cleaning Duties	Grade	Band E
Responsible to	Headteacher, School Business Manager, SLT		
Immediate Subordinates	Cleaning staff		

Job Purpose

Under the direction of the Facilities Manager, or other such officer as may be designated, and in accordance with the practices and procedures of the Local Authority and school, the Site Manager will be responsible for the security of the premises and its contents (including the operation of fire and burglar alarms and key holder responsibilities), lighting, heating and cleaning of premises (including maintenance and operation of plant and maintaining a high standard of cleanliness within school, as directed), portage, painting on a rolling programme of maintenance and handyperson duties, and other duties arising from the use of the premises. To be listed on the call out rota for emergency out of hours needs regarding the security of the school building.

Key Tasks

1. Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required
2. Act as the designated key holder for the school premises providing out of hours and emergency access to the school site
3. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms)
4. Undertake minor repairs (i.e. not requiring qualified crafts person) and maintenance of the buildings and site
5. Arrange emergency repairs
6. Arrange regular maintenance and safety checks
7. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales
8. Monitor stock and order supplies
9. Undertake general portage duties, including moving furniture and equipment within the school
10. Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately
11. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules. .

12. Monitor the work of and manage cleaning and other site staff.
13. Walking around buildings checking that premises have not been disturbed
14. Preventing trespass on school premises and grounds.
15. Ensuring unauthorised parking of vehicles does not occur.
16. Dealing with enquiries from staff, students and pupils, parents, officers and members of the public.
17. Checking and replacing electric light bulbs or tubes which are in a position where safe access is available
18. Operating the heating plant so that the required temperatures are maintained in the school premises, and that an adequate supply of hot water is available.
19. Carrying out frost prevention procedures as instructed.
20. Carrying out routine inspection and maintenance procedures in accordance with the instruction of the School's Heating Engineers on ancillary equipment such as checking pumps in areas subject to flooding
21. Ensuring instructions on usage of all materials is strictly adhered to because of risk to persons or property.
22. Ensuring that the school premises and furnishings are cleaned in accordance with the Authority's standards and methods.
23. Undertake cleaning of allocated areas in line with specified standards, including cleaning, washing, sweeping, vacuum cleaning, emptying of litter bins etc)
24. Toilets to be visited at various times of the day, particularly after breaks, to see that cisterns and automatic flushes are in working order and to lay down disinfectant where necessary.
25. Drawing soap, toilet rolls, paper or roller towels and any other associated items from stock and distributing to W.C's or cloakrooms where necessary.
26. Walking around play areas and drives daily, picking up paper and litter etc, from all areas including paths, flower beds and grassed areas
27. Sweeping up excess dirt from patios and hard surfaces and jet wash the front pathway, as and when required. To clean leaves during the Autumn period and to rock salt same etc, in frosty weather to ensure that all drains, gullies and grids are kept free flowing and clean, including cleaning blockages.
28. To regularly check gutters and ensure they are clear
29. Ensuring that the dustbin points are clear, emptying litter and keeping clean and distributing bins as required.
30. To maintain an efficient recycling programme in line with the grey bin provision i.e. paper, cardboard, plastic bottles and help to raise litter awareness within the whole school, identifying recyclable items.
31. To carry out painting as required using a rolling programme, ensuring school standards are met
32. To carry out low level window cleaning
33. Taking delivery of stores, materials and other goods received by the School and storing them as instructed
34. Despatching goods, materials etc, from the School
35. Ensuring that all staff are aware of the existence and contents of Health and Safety at Work Codes of Practice
36. Ensuring that all amendments and additions to the Codes of Practise are distributed to and read by the staff.
37. Ensuring that all cleaning and caretaking activities are carried out in the safe manner described in the Codes of Practise
38. Complying with all procedures required by the Health & Safety Officer
39. Maintain and encourage a good working atmosphere and team spirit and seeing that work is done correctly and promptly.

40. To perform other duties considered reasonable, that are commensurate with the grading and designation of the post.
41. Ensure the operation and maintenance of specialised equipment following training, for example sports/theatrical equipment.
42. Facilitate lettings and carry out associated tasks, in line with local agreements.

NOTE:

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.

Issued by

Head of Service

Date