



Acresfield
Academy

Job Description

Role: Site Manager

The role of the site manager is to be the person who monitors and manages the main upkeep of the school's structure and buildings, to ensure that the facilities remain in a safe, clean and well-maintained condition. To report any concerns or major issues foreseen to their line manager (headteacher). To liaise with the Trusts facilities management team as advised by their line manager.

a. Main Responsibilities

The line manager for the role of site manager will be the headteacher.

The role of the site manager is to carry out the following activities.

- To ensure the upkeep of the school's building and structures in terms of weather tightness, adequate lighting, heating and cleanliness.
- To arrange redecorating in line with the school's senior teams' requirements.
- To unlock and lock up the school each day [including during occasional lettings]
- To carry out minor redecorating and repair requirements as required
- To ensure playground and outdoor play areas are maintained in a clean, safe and usable condition
- To monitor cleaning of the school and operate as the line manager for the schools' cleaning staff
- To liaise with all members of staff in terms of any minor maintenance requirements
- To manage contractors when on site to ensure safe and adequate practises are maintained.
- To contact contractor resource and obtain quotations for their line manager to consider how best to ensure good maintenance standards within the school.
- To monitor and ensure all legislative cyclical maintenance is carried out on an annual basis.
- To maintain adequate records on cyclical maintenance work carried out.
- To carry out weekly testing of the school's fire alarm system to ensure in good operation.
- To carry out termly evacuation practices to maintain a good understanding of requirements
- To advise their line manager of any major sign of deterioration of the building's structure or grounds.
- To monitor and ensure good service from all agencies contracted to carry out work within the school or the school's grounds.
- To be a nominated key holder for the school and to attend site to any alarms as and when necessary.
- To drive the schools mini bus as and when required [when purchased]
- To ensure the mini bus is maintained in a clean and road legal condition i.e. taxed, insured and fuelled. [when purchased]
- To ensure all car park access road ways and pedestrian footpaths are maintained in a safe and clean condition.

- To ensure all external seating and buildings and structures e.g. playground canopy are clean and well maintained
- To tour the site boundaries to ensure they are secure and that the site is maintained with a high level of security
- To clean up and remove to a safe storage leaves during the Autumn fall.
- To be responsible for ensure that site entrance gates are closed and opened at the designated times.
- To grit and maintain safe access pathways to the school in times of snow and ice.

I have read and accept this to be an accurate description of the role I have agreed to undertake.

Signed:

Date: