Christ Church CE Primary and Nursery School

Job description: Site Manager

Job Title: Site Manager (Level 4)

Salary: NJC Scale Point 19 -21

Hours: 36 hours/week and 52 weeks/year plus occasional overtime as agreed with the Headteacher

Contract Type: Full time

Reporting to: Headteacher

1. **Main Purpose**

- To ensure the security, maintenance, cleanliness, and safe operation of the school site, buildings, and grounds.
- To promote a safe, healthy, and welcoming environment for pupils, staff, and visitors.
- To supervise cleaning and site staff, oversee contractors, and support the school's ethos and improvement aims.

2. **Duties and Responsibilities**

Security and Site Management

- Act as main key holder, responsible for opening/locking up the site, including out-of-hours and emergency access.
- Ensure the security of buildings and grounds at all times; take remedial action as necessary.
- Operate and regularly check security systems (including CCTV and alarms where relevant), and report/arrange repairs as needed.
- Advise school leaders on all matters relating to site security and safety.

Health and Safety

- Ensure a safe working and learning environment, complying with relevant legislation, school policies, and COSHH regulations.
- Carry out and record regular health and safety checks (e.g. legionella, play equipment, fire safety, hazards).
- Take appropriate action to identify, evaluate, and minimise risks to health, safety, and security.
- Provide safe access to the school in adverse weather (e.g. gritting, clearing ice and snow).
- Monitor the work of contractors and ensure safe working practices and quality of work.
- Ensure all staff and contractors comply with health and safety and safeguarding procedures.

Maintenance and Cleaning

- Carry out minor repairs, routine maintenance, and DIY projects across the site.

- Arrange and oversee emergency repairs and regular maintenance, obtaining quotes as required.
- Carry out daily cleaning and ad-hoc duties (e.g. litter picking, waste disposal, spillages, gritting).
- Arrange annual deep cleans and ensure cleaning tools/products are maintained and stocked.
- Oversee cleaning in order to ensure high standards of cleanliness throughout the school, including specific areas (e.g. lunch hall, school bungalow).
- Undertake or oversee cleaning and minor repairs in toilet areas as the needs arises.

Facilities and Site Development

- Advise on site development and make recommendations on site use.
- Support the setup and cleaning of spaces for school events, lettings, and external hirers when required.
- Ensure effective operation and maintenance of specialised equipment (e.g. heating, lighting, sports/theatre, etc.).

Supervision and Accountability

- Oversee and support cleaning and site staff, liaising with cleaning company managers about cleaning concerns and other issues.
- Oversee and accompany contractors on site and assist with surveys and inspections of the premises as appropriate.
- Monitor materials and stock needed in their role, and order supplies as needed.
- Participate in training, performance development, and contribute to the overall ethos of the school.

Additional Duties

- Assist with school-linked fundraising events outside normal hours.
- Support school leaders to maintain standards when working with outside hirers/companies.
- Build and maintain effective working relationships with colleagues, contractors, and visitors.
- Undertake any other duties appropriate to the level of the role as directed by the school leadership.

3. Physical and Work Environment

- Daily requirement for portage duties (moving furniture/equipment).
- Work involves some cleaning, minor repairs (including toilets), spillages, and waste collection.
- Seasonal requirement to clear ice and snow to ensure safe access to the premises

4. Review and Amendments

This job description may be amended at any time in consultation with the postholder. It is not exhaustive and other duties may be required as directed by the school leadership.

Person Specification

Qualifications and Training	Essential or Desirable
Level 2 Award in Support Work in Schools (or equivalent)	Desirable
First Aid/Paediatric First Aid or willingness to train	Essential
Fire Warden training or willingness to train	Essential
Willingness to undertake relevant training (e.g. Health and Safety, COSHH ect.)	Essential
Relevant facilities management qualification (e.g. Level 3 in Facilities Management)	Desirable
Health & Safety qualification (e.g. IOSH, NEBOSH)	Desirable
Experience	
Significant experience in caretaking, building/site maintenance, and cleaning	Essential
Experience maintaining site security and using alarm/CCTV systems	Essential
Experience of supervising staff/contractors	Essential
Experience of working in a team	Essential
Experience of maintaining site presentation/gardening	Essential
Experience working in a school or educational setting	Desirable
Skills/Knowledge	
Good knowledge of health and safety and COSHH regulations	Essential
Understanding of procedures for site security, repairs, and maintenance, as well as compliance monitoring.	Essential
Ability to plan, organise, and prioritise tasks and incidents	Essential
Understanding of heating, lighting, and security systems	Essential
Ability to use basic tools for minor repairs	Essential
Basic IT skills, including email, basis spreadsheets and word processing	Desirable
Personal Qualities	
Commitment to promoting the school's ethos and values	Essential
Commitment to safeguarding and equality	Essential
Integrity, honesty, loyalty, and fairness	Essential
Ability to work flexibly, independently, and as part of a team	Essential
Ability to work under pressure and prioritise effectively	Essential
Embraces change and deals with difficult situations effectively	Essential
Maintains confidentiality at all times	Essential
Able to work out of school hours as required	Essential
Able to work with groups of children and support school projects	Desirable
Willingness to contribute to school events outside normal hours	Desirable
Physical	
Reasonably fit to carry out the duties of the job	Essential
Able to carry out manual handling and lifting	Essential
Able to work at height using appropriate equipment	Essential

Guidance

To support candidates' understanding, the roles in the job description are broken down to more specific tasks which applies in the school's context currently. The list is not exhaustive.

Security

a) Opening and securing the school premises on a routine and non-routine basis.
b) Reporting breaches of security
c) Dealing with enquiries from members of the public
d) Reporting cases of illegal entry to police and allowing access if required
e) Ensuring external/internal security lights are in good working order.

Heating

a) Operating heating plant to ensure adequate supplies of hot water and acceptable temperature are maintained
b) Report defects to School Office and assist in arranging repair.
c) Venting radiators as required.

Fire Precautions

a) Ensuring fire doors, escapes and exit routes are left unobstructed and in good order.
b) Participating in fire drills in liaison with Headteacher

Health and Safety

a) Checking for trailing leads and cables
b) Fitting replacement plugs to electrical items, as necessary, ensuring correct fuse ratings
c) Reporting and withdrawing all defective electrical equipment
d) Reporting any dangerous or hazardous occurrences and taking any appropriate action
e) Clearing up vomit from floors and furniture when on active duty (appropriate procedures)
f) Clearing up offensive excrement left in the playground e.g. dogs, cats, foxes
g) To be aware of COSHH regulations and take appropriate action when using substances

Toilets

a) Frequent Inspection and cleaning as directed or as required to prevent build-up of odour
b) Replenishing toilet requisites, as required.

Lights

a) Ensure lights are in good working order
b) Carrying out tube and bulb replacement when required
c) Reporting all electrical defects

Cleaning

a) In consultation with the Headteacher, oversee team of cleaners, covering work in case of absence
b) Clean allocated areas
c) Regular cleaning of the building and site not part of the cleaning contract, including litter, spillages, waste bins, etc
d) Periodic (holiday tasks) usually twice a year e.g. stripping floors, washing carpets
e) Taking down and cleaning light fittings with support

General up-keep

a) During holiday periods – to compete normal tasks on a daily basis and to bring up to standard any work required as part of the Caretaker duties
b) Cleaning all internal glass up to 12ft twice per annum. Cleaning all external windows on ground floor up to 12ft twice per annum, subject to individual negotiations
c) Keeping flower beds/grassed areas/paving in good order including the maintenance of any garden benches on a regular basis

Contractors/Tradespeople

a) Ensure contractors are signed in and direct them to the sites of repair and maintenance work
b) Inform Headteacher of completion of work and if necessary, report any concerns.
c) Liaise with Head Teacher about remedial work if necessary

Outside Areas

a) Keeping drains and gullies free flowing, including unblocking drains and gullies
b) Retrieving balls from flat roof and gutters where safe access is available
c) Clearing dustbin areas and emptying playground litter bins daily
d) Clearing snow, spreading salt and making safe access to school during inclement weather
e) Keeping all paths, hard surfaces and boundary fences free from litter, debris and weeds
f) Keeping flowerbeds tidy and litter free

General Duties/Handyperson Duties

a) Lubricating locks, gates, paladin bin wheels, pumps and machinery as appropriate
b) Repair, replacement or renewal of e.g.: Door handles and door closures; Yale and simple mortise locks; Shelving; Pinboards; Painting specific areas, Widow latches to wooden frames, Wooden desks/tables; Coat hoots and wooden lockers; Equipment/toys (not electrical); Fitting towel dispensers, toilet roll holders/dispensers and soap dispensers; Fitting and repair of curtain rails, toilet seats and toilet chains; Fitting of plugs and chains to basins and Other reasonable "small jobs" as agreed
c) Adjusting clocks to correct time and replacing batteries where necessary
d) Boarding and making safe broken windows and reporting to Headteacher, and assisting in arranging for repairs
e) Undertaking appointed persons duties as directed by the Head Teacher
f) Undertaking duties logged in the Caretakers Book
g) Keeping cleaning materials, toilet requisites in an orderly fashion and maintaining an inventory of stock