

WHITINGS HILL SCHOOL PREMISES MANAGER – JOB DESCRIPTION

Whitings Hill Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Hours: The school is opened at 7am and closes at 6pm. We are looking for a site manager who can work between up to 25 hours a week. There is also scope for additional hours in the weekend. The hours may have some flexibility due to other premises staff availability.

Salary: Grade F £33,417 - £35,448 FTE (salary will be calculated based on hours worked)

General Principles:

The Site Manager will be responsible to:

- a) the Governing Body

- b) the Headteacher

The Site Manager will have oversight of:

- a) Cleaning Team

- b) Contractors on site

The Site Manager is responsible for ensuring that the premises and grounds of the school are maintained at what, in the Governors' opinion, is the highest possible level of cleanliness and appearance. The Site Manager will be expected to take such initiatives as may be required to achieve this, including regular close inspection of the buildings.

The Site Manager is expected to be a fully participating member of the Whitings Hill School Community, and support the children and staff of the school in events and activities within the school as appropriate.

The Site Manager is responsible either for personally carrying out the duties below, or to liaise with the line manager regarding major works.

The Site Manager will attend the termly meetings of the Resources Committee where relevant and join Health & Safety visits with the link Health and Safety governor.

Main activities and responsibilities:

The Premises Manager must ensure attendance on site throughout their period of duty. The office staff should know the whereabouts and they must be easily contactable.

The Premises Manager is responsible for carrying out the duties below:

Management and Administration

- Be responsible, on an annual basis, for planning and managing a maintenance schedule in consultation with the Headteacher
- Attend planning meetings with Headteacher at which the priorities for the next

period are identified

- Respond to all reasonable requests as made by the Headteacher
- Submit and follow up maintenance requisitions, only ordering materials within budget guidelines
- Working alongside the Headteacher, to prepare works specifications, tender documentation, and bids for funding, as required to support project works
- Maintain records of utilities, meter readings, health and safety, and all other scheduled maintenance checks etc.
- Liaise with contractors and other professionals as directed by the Headteacher

Health and Safety

- To carry out regular Health and Safety checks
- Ensure that all work carried out by cleaning staff is done with due regard to the Health and Safety Policies and Regulations
- In conjunction with a member of the governing body and the Headteacher, regularly carry out a risk assessment of the site and keep appropriate records
- Carry out regular Emergency Evacuation Practices and keep appropriate records
- Carry out accident investigation and emergency action. Liaise with the appropriate staff to deal with emergency situations in accordance with the schools' Health and Safety Policy
- Test the fire alarm system weekly, ensuring that any defects are dealt with and keep appropriate records
- Ensure that all escape routes and potentially hazardous areas are kept free from obstruction
- Ensure that all fire-fighting equipment is located, tested and results recorded, as regulations require
- Ensure that inflammable materials for use around the site are safely stored and advice is given on the storage of combustible materials
- Ensure that dangerous substances and equipment are used and stored safely, in accordance with COSHH regulations
- Inform the Headteacher of any changes that are required to the COSHH inventory
- Checking and maintaining the play area and outdoor equipment
- Organising removal of rubbish from the site as and when necessary
- Gritting of premises in icy weather as per the Health and Safety Policy
- Ensure appropriate Legionella checks are carried out and recorded.

Security

- As the key holder, to attend to all matters relating to the alarm system and key holder information. Opening and closing the school each day; disarming the alarm system; securing the school, including windows, exit doors and gates; re-arming the alarm system
- In partnership with all other members of staff, maintain the security of the school site by being vigilant re: strangers, and reporting any concerns to the Headteacher. Ensure that the Office staff are aware of persons working on the site
- To be the first key holder and respond to emergencies out of school hours.
- Key-cutting control as directed by the Headteacher.

Services, Maintenance and Repairs

- Oversee, with Headteacher and members of the governing body, the maintenance and development of the school site, buildings and utilities
- Ensure maintenance, repairs and inspections of equipment are conducted in accordance

with School Health and Safety regulations

- Ensure the correct signs are on display e.g. exit, first aid signs, etc
- Ensure that the premises are adequately heated and lit, appropriate to conditions. Take the necessary steps to ensure the most efficient operation and use of the lighting and heating of the premises including maintenance and operation of the plant
- Undertake duties covering maintenance items and emergency repairs as agreed with the Headteacher, contacting and engaging contractors etc. for tasks requiring specialist skills and keeping relevant records
- Undertake some external and internal redecoration to an agreed programme, possibly during the school holidays
- Ensure replacement of fluorescent tubes, bulbs, shades, diffusers, starters etc. as required, using appropriate access equipment.
- Replace fuses up to a 30 amp maximum.
- Some additional grounds work, over and above that which is carried out by the grounds maintenance contractors.
- To ensure that playgrounds, paths and driveways are in a satisfactory condition, clear any snow and large puddles. Use salt on pathways when needed
- Deal with the results of vandalism, advising the Headteacher on any necessary preventative measures or repair work.
- Remove any graffiti where possible from all areas.
- General supervision of the playgrounds and open areas surrounding the premises
- Weed flower beds and remove any weeds from pathways
- Carry out routine maintenance of the school's swimming pool, including daily or weekly chemical testing (e.g. chlorine and pH levels), cleaning, and record keeping, in accordance with health and safety regulations.

Supervision of Staff / Contractors

- Arrange for minor repairs and works to be carried out by contractors in consultation with the Headteacher
- Act as Liaison Officer with Contractors and the School or external agencies as appropriate, regarding access to the site.
- To act as Liaison Officer with the contractors whilst they are on site, monitoring the progress of the work and assisting the Headteacher or other appropriate manager in ensuring that work is carried out to the required standard, as appropriate.
- Liaise with and ensure that staff / contractors work within Health and Safety legislation ensuring safety of all persons using the school premises
- Report any problems / concerns about the work of the staff / contractors on site to the Headteacher.
- Ensure all contractors have the necessary certification as required by the LA and School policy.
- Ensure all contractors complete and follow the necessary risk assessments as required by the LA.
- Ensure all contractors have suitable DBS clearance.

Cleaning and Hygiene

- To monitor the standard of cleaning and report to the contractor.
- To oversee a deep clean once a year, usually during the summer holidays.
- To cover essential cleaning duties in the event of staff absence.
- To oversee the standard of cleaning throughout the buildings

- To attend to emergencies during the day and clean areas, e.g. floods, spillages, sickness, etc.
- To ensure that all cleaning materials and paper supplies for the toilets are ordered are always available.
- To ensure prevention/ removal of vermin in consultation with external agencies if appropriate
- To carry out high level cleaning including light fittings, shades etc using appropriate access equipment
- Arranging additional cleaning that is not covered by the cleaners employed by the schools. E.g. window cleaning
- Oversee the cleaning of the school hall daily

Porterage

- Move furniture and equipment as necessary / required in accordance with the principles of manual handling, sometimes with the help of mechanical aids e.g. trolley
- During work hours, put out / put away apparatus, staging and equipment as required, according to the weekly timetable (e.g. assembly, performances, meetings etc.)
- Help with porterage of deliveries to the site as appropriate, during on-site times.

Training

- To undertake training/attend courses as appropriate to carry out caretaking duties in a safe and efficient manner. Attend all appropriate Health and Safety training needed

Lettings

If additional hours are required to cover lettings, these may be paid at the overtime rate.

- Prepare the required accommodation in accordance with the Lettings Policy
- Ensure the security and cleanliness of the site on completion of the letting
- Ensuring the hirer complies with the terms of the Lettings Policy.

General

- To undertake any other particular duty reasonably assigned by the Head teacher from time to time.