



ST ANDREW'S CE (VA) INFANT & JUNIOR SCHOOLS



JOB DESCRIPTION

POST TITLE	Federation Site Manager
Grade	Scale 5
Responsible to	Executive School Business Manager
Supervisory responsibility	Caretaker – Infant School Cleaning staff at both sites

PURPOSE OF THE JOB

To be responsible for the security, cleaning, appropriate safety checks and minor repairs and maintenance at the Infant and Junior School sites, including all buildings, contents and services thereof, in compliance with all Health and Safety legislation.

MAIN DUTIES AND RESPONSIBILITIES

1. SECURITY

- 1.1 Carry out security procedures in accordance with the school security policy for grounds, building and their contents, exercising your own judgement in these matters and never putting yourself at personal risk.
- 1.2 Ensure the routine and out-of-hours opening and closing of premises.
- 1.3 Ensure that school grounds are secured during the school day and are opened at appropriate times to enable parental access where required.
- 1.4 Carry out the testing and operation of fire and intruder alarms and maintenance of appropriate registers.
- 1.6 Be the first point of contact to provide emergency access to the premises in the event of any emergency situation and be one of the primary key-holders for both sites.
- 1.7 Report any trespass on the premises, damage from intruders and unauthorised parking of vehicles to the Executive Headteacher/ Head of School and where appropriate the Police.
- 1.8 Accompany office staff when requested in taking school monies to the bank.

2 BUILDING OPERATION

- 2.1 Opening and closing of the premises, facilities and grounds to meet the routine and non-routine requirements (including lettings) of the building occupants.
- 2.2 Organise and prepare rooms for school use e.g. governor meetings, PTA meetings, parents' evenings etc.
- 2.2 Operate and monitor the heating system to maintain appropriate temperatures in line with the current Health and Safety Guidelines and ensure that economical settings are used during holiday periods / weekends.
- 2.3 Operate the water, electricity and heating systems to specified standards ensuring conservation measures are taken.

- 2.4 To liaise with contractors to ensure regular maintenance and repair of systems and equipment.
- 2.5 In the event of snow, frost or minor flooding or similar emergency situations ensure access to at least one entrance to the schools is provided.
- 2.6 Ensure that all hard surfaced areas are free from weeds (without the use of chemicals) and litter as far as is reasonably practicable and ensure that drain gullies, toilet and sink outlets remain free flowing and clean.

3 PREMISES MAINTENANCE AND REPAIR

- 3.1 Identify and collate all known building and engineering minor defects and initiate action through the Executive School Business Manager.
- 3.2 Liaise and monitor the progress of defect rectification work with contractors to ensure that defects are repaired promptly within the required timescales.
- 3.3 Carry out "first aid" emergency repairs to ensure building security as the need arises.
- 3.4 Within his / her competence, carry out an individually specified range of minor repairs / maintenance tasks: Examples of maintenance tasks might include simple plumbing, electrical, visual checks and joinery works.
- 3.5 Monitor the state of furniture throughout the school and carry out minor repairs to furniture where possible.
- 3.6 Minor painting and plastering repairs (E.g. Repairing nail holes/cracks in walls) .
- 3.7 Other minor "make do and mend" tasks to such things as floor covering, work surfaces, fences, gates, furniture etc. which may require nailing, screwing and/or gluing type of skills.
- 3.8 Arrange / supervise external contracts for repair, maintenance and improvements to fixtures and fittings.
- 3.9 Take delivery of and store as appropriate, stationery, materials and other goods.
- 3.10 Ensure that adequate supplies of caretaking equipment and materials are always available and stored in a safe location.
- 3.11 Ensure all caretaking equipment is in a safe and working condition and stored appropriately and safely. Report any faults.
- 3.12 Ensure that all safety checks are carried out within timescales required and appropriate records maintained in order to be able to evidence this.

5 CONTRACTOR CONTROL

- 4.1 To direct contractors to site, ensure that their needs with respect to access, clear areas, availability of services, parking, plant positioning, security etc. are met to the mutual satisfaction of both contractors and the management of the schools.
- 4.2 Ensure that all contractors use the correct signing in procedure and are aware of Health & Safety regulations including having sight of the Asbestos Management Plan.

5 CLEANING WORK

- 5.1 Organise and implement agreed schedules for both schools covering cleaning duties to the required standard.
- 5.2 Perform cleaning tasks as required e.g.:
 - a) Window blinds.
 - b) Carpets.
 - c) Windows.

- d) Internal and external surfaces of outer doors and partitions in entrance areas.
 - e) Any cleaning that could not be foreseen and planned on a routine basis.
 - f) Stripping, sealing and polishing floor surfaces.
 - g) General cleaning duties.
- 5.3 Supervise the cleaners employed by the Federation and monitor their performance to ensure that all relevant jobs are completed to a satisfactory standard.
- 5.4 In the absence of any of the cleaners provide cleaning cover to ensure that standards of cleanliness are maintained, performing additional cleaning duties if required.

6 WASTE/PEST CONTROL

- 6.1 Dispose of rubbish as instructed and ensure unimpeded access for refuse collectors to enable bins and containers to be emptied without hazard or hindrance.
- 6.2 Ensure that overnight buildings are clear of all collected rubbish. Report all sightings of vermin / pests immediately to the Executive School Business Manager.

7 HANDLING GOODS/EQUIPMENT

- 7.1 Take delivery of stores, materials and other goods and store them. Dispatch goods and materials from the premises.
- 7.2 Organise and assist in the movement of furniture / fittings in support of cleaning and in relocating furniture / fittings to enable individually specified activities to take place during normal building hours as specified and as required during periodic clean downs.

8 ADMINISTRATION

- 8.1 Ensure all other records and registers in relation to the buildings, services, appropriate checks and assets are kept up to date.
- 8.2 Report breakdowns to the Executive School Business Manager where the Site Manager is unable to repair.
- 8.3 Assist the Executive School Business Manager to ensure school inventories are kept up to date.
- 8.4 Have responsibility for records with respect to:
- a) COSHH information sheets for materials used.
 - b) Defect registers.
 - c) Machinery maintenance and operating logs.
 - d) Fire registers.
 - e) Asbestos registers.
 - f) Other records as specifically directed by the Executive Headteacher/Head of School/ Executive School Business Manager.

9 LETTINGS

- 9.1 In accordance with arrangements made by the Governors' Lettings Policy, deal with queries and instructions received from the Governing Body concerning the letting of the premises.
- 9.2 Prepare for after normal working hours activities, clearing and cleaning up after these activities and preparing these areas for normal use the following day.

- 9.3 Open and close the building for lettings activities

10 HEALTH AND SAFETY

- 10.1 Ensure that all reasonably practicable steps are made to secure the Health, Safety and Welfare of staff under his / her control.
- 10.2 Ensure that all equipment used by site staff is in a safe working condition.
- 10.3 To have access to first aid facilities, equipment and telephone including COSHH regulations.
- 10.4 Ensure that employees of any contractor working on site comply with Health & Safety/COSHH regulations.
- 10.5 Monitor the Health and Safety Standards within the buildings with respect to such aspects as: -
- a) Water temperature
 - b) Unsafe fittings, fabric or furniture.
 - c) Maintaining access and egress routes.
 - d) Notices, e.g., Hazard warnings, Industrial notices, Emergency instructions are displayed, not damaged or obstructed.
 - e) Other aspects as may apply under Health and Safety legislation.
- 10.6 To identify during the course of his / her normal duties departures from standards. Those departures outside his/her authority (Personnel infringements) to be reported to the Head of School. Those departures within his/her remit (Material infringements) to initiate/take remedial action.

11 FIRE

- 11.1 Within the course of his/her duties ensure that fixed fire appliances are fitted, accessible and have not been damaged and that safety measures/fittings are not misused; liaising with the Local Authority Fire Officers if necessary to rectify any deficiencies.
- 11.2 Test fire alarms regularly in accordance with the log.
- 11.3 In conjunction with the Executive School Business Manager and Heads of School, organise the termly whole school fire practice.

12 SUPERVISION

- 12.1 To have concern for all aspects of the cleaning and premises staff welfare and to provide guidance and support. To seek guidance on matters which he/she is unable to resolve.
- 12.2 To line manage and supervise the caretaker at the infant school and the cleaners at both sites.
- 12.2 On a day to day basis to organise cleaners to other areas of work resulting from:-
- a) Unacceptable standards.
 - b) Events / functions which require urgent cleaning.
 - c) Unforeseen occurrences e.g. flood, responding to requests from the Executive Headteacher/Heads of School/Executive School Business Manager.

13 CUSTOMER CARE

- 13.1 Ensure that all enquiries and visitors to the premises are dealt with in a prompt, courteous and efficient manner.

14 GENERAL

- 14.1 To follow the school's safeguarding policies and procedures.
- 14.2 To be responsible to the Executive Headteacher/Heads of School/Executive School Business Manager to whom the post holder will report regularly on the progress of his/her work and receive instruction as necessary
- 14.3 To comply with the Building Emergency procedures with respect to evacuation, fire or other emergency.
- 14.4 Assist in achieving the effectiveness of the agreed aims relating to the curriculum, School Development Plan and the policies of the Governing Body.
- 14.5 Be an effective member of the school team, working co-operatively with other members of staff.
- 14.6 Maintain high standards of health and safety in accordance with the school's policy.
- 14.7 Participate in performance management reviews.
- 14.8 Undertake any reasonable task the Executive Headteacher/Heads of School/Executive School Business Manager may identify in time of emergency or need.