



Melbourn Primary School

Growing, Exploring and Achieving Together

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

We are a happy and caring school with a strong sense of community. Learning is at the centre of all we do; we strive to provide a dynamic and inspiring education which appeals to the many interests of the children.

We work hard and strive for excellence in our school; our aim is that everyone in our school reaches the highest standards of achievement possible whilst becoming confident and independent.

Site Manager Job Description

Accountable to: Headteacher

PURPOSE OF THE JOB

To model the school's ethos and vision within a framework inspired by our values and ethics. The Site Manager can often be the first point of call for visitors to the school, parents, staff and children. As one of the 'faces' of the school the Site Manager should be welcoming, personable, helpful and able to represent the school in a professional and friendly manner.

To ensure the security, care and availability of the building, furniture, fittings and equipment: to ensure a high-quality physical environment and to promote the efficient use of the school's assets.

To manage site Health & Safety compliance and carry out a full range of duties to provide exacting standards of cleanliness, general security and maintenance of the school premises. To include cleaning, maintenance activities and supervision of school cleaning staff. This will be conducted under the general supervision of the School Office Manager.

MAIN RESPONSIBILITIES & TASKS

1. Ensure that the school premises inspection and maintenance schedule is followed and up to date and be accountable for ensuring that any actions are responded to.
2. As the main key holder, be responsible for the security of the school premises, including daily locking and unlocking. Ensure the building and contents are secure.
3. Carry out unlocking and locking up procedures for the site each day.
4. Maintain constant awareness of the physical condition of the grounds, buildings and furniture and taking appropriate steps to ensure maintenance and repairs where necessary.
5. Plan own work allocation and that of any direct reports and cleaners to meet the requirements of the school.
6. In conjunction with the Senior Leadership Team, plan and operate routine security arrangements to prevent/deter unauthorised access to the site and buildings and to minimise theft and vandalism.
7. Maintain an up to date register of keys and share this with the School Office Manager.



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8. Request unauthorised users of the site to leave, calling for the attendance of the police if necessary (in accordance with agreed guidelines).
9. Be responsible for unlocking and locking school premises outside of normal school hours and unsetting and setting security alarm systems as required. Respond to security alarm or other call outs in accordance with agreed procedures. Provide access to the building and grounds to authorised persons at all reasonable times.
10. Be included on a rota to unlock gates at the start and end of the school day, monitor entrances and exits at the gate while parents are on site and lock up once they have left.
11. Comply with all safeguarding policies and procedures for any adults visiting the school.
12. Work towards monitoring the operating costs of the grounds, buildings and associated resources.
13. Carry out procedures in the event of fire, flood, breaking and entering, accident or major damage.
14. Undertake or oversee the recording of regular checks on play equipment, legionella risk, alarm systems, ladders, fire extinguishers and other Health & Safety compliance systems and report any problems arising to the School Office Manager.
15. Identify and report building, furniture or fitting deficiencies to the School Office Manager and undertake any remedial action. This may involve arranging emergency repairs and obtaining quotes from contractors.
16. Carry out routine procedures and inspection of ancillary equipment e.g. batteries, window blinds.
17. Undertake range of general duties (those not requiring a qualified tradesperson) that contribute to the maintenance of the school premises (e.g. remedial painting and decorating, repairs, replacements and small-scale improvements to fittings and equipment).
18. Escort contractors to site of repairs and maintenance and monitor the safety of their working practices/quality of work.
19. Oversee the operation of the heating and lighting systems, monitoring usage and promoting energy conservation in the school. Monitor usage of fuel, electricity, water and take meter readings. Carry out frost precaution procedures.
20. Monitor, order and take delivery of goods and equipment including cleaning materials and arrange their safe storage and distribution as appropriate.
21. Be responsible for overseeing general cleanliness, tidiness and safety of all areas including:
 - Keep toilets, drains, gullies and gutters clear of obstructions. Note the Site Manager's direct activities are limited to situations where safe access can be obtained and suitable tools are available. Where this is not possible the Site Manager is responsible for arranging the work to be completed by other competent personnel.
 - Ensure safe pedestrian access always, including keeping paths and entrances clear of rubbish, leaves and moss, as well as gritting and snow clearing during severe weather.
 - Treat car parks and playground areas with salt/grit as appropriate.
 - Ensure all outside areas are clean and free from rubbish, leaves, moss and mud.
 - Keep signage clean and free from algae.

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- Arrange for school windows to be kept clean.
 - Check trees for broken/overhanging branches that could pose a safety risk.
 - Maintain tubs and planters around school.
22. Monitor the standards of cleaning in the buildings, including emergency cleaning and covering in the absence of cleaning staff.
 23. Regularly clean designated areas of the school building and grounds according to instructions and generally using appropriate machinery, including deep cleaning carpets, deep cleaning the school hall and polishing hall floor, power washing foundation stage patio and some items of furniture.
 24. Make appropriate arrangements for the collection of school waste, including emptying school bins, disposal of all rubbish and cleanliness of dustbin areas.
 25. Maintain staff and pupil toilet facilities ensuring they are in working order, ensuring appropriate supplies of consumables are available and that purchases are within the school budget.
 26. Set out/put away furniture for school events/breakfast clubs and undertake general portering as required by the Senior Leadership Team.
 27. Ensure grounds maintenance duties are undertaken, e.g. grass cutting, hedge trimming, shrub pruning, weeding & clearance of leaves, maintaining of flower beds, ensuring paths are clear and debris is removed from site.
 28. Ensure grounds-person duties e.g. over-marking of sports areas are undertaken as required.
 29. During periods of school closure undertake any special tasks that become necessary.
 30. Miscellaneous duties of a practical nature as circumstances demand, or at the reasonable request of the Senior Leadership Team.

HEALTH & SAFETY

31. Comply with the requirements of Health & Safety at Work regulations.
32. Take reasonable care for the Health and safety of yourself and others, including adherence to 'lone working' guidelines.
33. Cooperate with the school to ensure that health and safety responsibilities are carried out.
34. Perform duties in line with health and safety and COSHH regulations and act where hazards are identified, reporting serious hazards immediately to the Headteacher or other senior person.
35. Take appropriate remedial action or report unsafe conditions or working practices that may contravene the Health & Safety at Work Act or the Fire Precautions Regulations.

RESOURCES

36. Safely use manual tools and power tools for appropriate repair and maintenance tasks. Cleaning equipment, including buffing machine and cleaning chemicals, will be used on regular basis. Training will be arranged as necessary.
37. Seek out new resources that will improve the cleanliness and enhance the school.
38. Understand how to operate school alarm systems. Training will be arranged as necessary.



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39. Ensure all caretaking and cleaning equipment is in a safe condition.

KNOWLEDGE & SKILLS

40. Willingness to undertake training, possibly off site and to attend meetings required to satisfactorily carry out the above requirements.
41. Some lifting is required. Routine cleaning may include the safe movement and handling of cleaning equipment, machinery and school furniture.

SUPERVISION & MANAGEMENT

42. The post holder will often be required to work without direct supervision e.g. during school holidays, following lone working guidelines as necessary.
43. The post holder will be responsible for supervising and having oversight of the work of the cleaners and other site staff.

KEY CONTACTS & RELATIONSHIPS

44. Daily contact with the School Office Manager or other nominated staff.
45. Attend weekly staff briefing on diary dates.
46. Build positive relationships with school staff, responding willingly to reasonable requests for assistance.
47. To support the school beyond designated finishing time e.g. for school and community events, including PTFA activities and lettings. There is an expectation that the Site Manager will be present at the annual PTFA Fireworks display and Summer Fayre as well as school discos if required.
48. Flexibility of hours.

Variation Clause:

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder.
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Flexibility Clause:

1. The postholder's duties must be carried out in compliance with the school's policies and procedures including child protection procedures and equal opportunity, information security, financial regulation standing orders, the health and safety at work act (1974), and subsequent health and safety legislation.



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2. These duties and responsibilities should be regarded as neither exhaustive or exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.