



## JOB DESCRIPTION: Site Manager

### Job details

Salary:	Pay Band 10 Spinal Point 25-29
Hours:	37 hours
Contract type:	Permanent – 52 weeks per year
Reporting to:	Business Manager
Responsible for:	Site and Cleaning staff

King's Academy Binfield (KAB) and King's Academy Oakwood (KAO) are committed to safeguarding and promoting the welfare of children, and young people, and expect all staff and volunteers to share this commitment. DBS Disclosure at Enhanced level will be required prior to any offer of employment.

### Function

To provide a support service complementary to the teaching and learning activities in the school. In particular, to be responsible with the Business Manager for the site/premises management.

### Job Purpose

- To manage the school premises and site to ensure the health, safety and security of all pupils, staff, parents, governors and stakeholders, including contractors and visitors to the site.
- Work under own initiative to ensure workload is prioritised and efficiently completed.

### Key Accountabilities

- All adults working at KAB/KAO must ensure that the safeguarding of children is the highest priority and are responsible for reporting any concerns in accordance with the Safeguarding Policy.
- To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.
- To maintain awareness of and commitment to the School's Equal Opportunities Policies in relation to both employment and service delivery.
- To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and the locally agreed safe methods of work.
- To work with colleagues to achieve service plan objectives and targets.
- To participate in employee development schemes and Performance Management, and to contribute to the identification of development needs.
- To work with the KGA Site Director on Trust wide academy policies and procedures

## PRINCIPAL RESPONSIBILITIES/DUTIES

### Main responsibilities/ Duties

Under the direction of the Business Manager, the Site Manager will be responsible for the security of the premises and its contents including:-

- The operation of fire and burglar alarms and key holder responsibilities.
- Lighting, heating, cleaning and letting of the premises.
- Porterage and handyperson duties.
- Minor repairs as and when required.
- Audit of risk assessment of buildings, premises and grounds and for reporting any relevant issues to the governors.
- To liaise with the staff cleaners regarding site cleaning issues.
- General maintenance of school grounds, including termly risk assessments.
- Assisting with orders, quotes and tenders for any grounds/premises related costs.

- Work with the governors' health and safety representative to promote a safe environment and to identify improvements for the school's capital building works.
- Co-ordinate the works needed to comply with recommendations from Schools Condition Survey, Asset Management Plan, Accessibility Plan, Disability survey etc.
- Comply with instructions with regard to arranging the necessary facilities for the school to be used as a Polling Station as required by the Returning Officer.

## **Specific Duties**

### **Security of Premises**

- Act as main keyholder carrying out security procedures for school buildings and grounds.
- Conduct perimeter checks to ensure that premises have not been disturbed.
- Check and secure windows and internal doors.
- Switch on/off appropriate alarm systems and lighting.
- Lock/unlock school gates and external entrance doors.
- Prevent trespass on school premises and grounds.
- Carry out recognised procedures in the event of fire, flood, breaking and entering, accident or major damage.
- Provide access to the school in the event of emergency situations.
- Deal with enquiries from teaching staff, pupils, parents, governors, workperson and contractors and members of the public.

### **Lighting and Heating of Premises**

- Clean and replace electric light bulbs or tubes which are in a position where safe access is available.
- Operate the heating so that the required temperatures are maintained in the school premises and that an adequate supply of hot water is available.

### **Cleaning of Premises**

- Manage all aspects of cleaning within the school, ensuring that the school's premises and furnishings are cleaned to a high standard.
- Toilets to be visited at various time of the day, particularly after breaks, to see that cisterns and flushes are in working order and to disinfect where necessary.
- Walk around school building and play areas daily, picking up paper and litter etc. from all areas, including flowerbeds, drains and gullies.
- Sweep excess dirt from playground and clear leaves and debris.
- Ensure that dustbin points are clear, emptying litter bins and keeping clean and distributing bins as required for refuse and recycling collection.

### **Porterage**

- Take delivery of materials and other goods received by the school and store them as instructed.
- Dispatch goods, materials etc. from the school.
- Arrange and stack furniture as required.
- Any other porterage duties as required by the school.

### **Safety at Work**

- Carry out routine health and safety checks relating to the premises e.g. water, fire, alarms, lighting and school mini bus.
- Ensure that the Health and Safety handbook is distributed to and read by all staff especially new members of staff on induction.

- Ensure that all cleaning and caretaking activities are carried out in a safe manner.
- Comply with all procedures required by the Health and Safety Policy and handbook.
- Ensure that all cleaning equipment is in a safe working condition.
- Ensure all appropriate risk assessments are in place for caretaking/cleaning operations.
- Fire procedures, testing alarm on a weekly basis, co-ordinating fire inspections/alarm.
- Maintain record logs for maintenance of fire safety, asbestos, legionella etc.

### **Major and Minor Repairs**

- The Site Manager must be proactive in dealing with and report any repairs, maintenance or emergency work required at the school to the Business Manager.
- The Site Manager is responsible to report any emergencies in faults with gas, electric, water supplies to the Business Manager and relevant suppliers.
- The Site Manager is responsible for co-ordinating any repairs, obtaining best value for the school and obtaining quotes and tenders as per the school's Financial Procedures.
- The Site Manager will facilitate any minor repairs within their ability, training and health and safety constraints, for example: painting and decoration, joiner, minor repairs and improvements, plumbing, internal glazing – remedial action after break-ins, e.g. boarding up broken windows.
- Organise the planning of building works during holiday times.

### **Staff Training and Supervision**

- The Site Manager may be required to instruct staff in all aspects of work and cleaning methods.
- The Site Manager is responsible for the line management of the site and cleaning team and cover in the instance of their absence.
- The Site Manager may be required to give appropriate instruction, either individually or in groups, of the correct usage of cleaning materials and machinery in accordance with particular reference to safe working practices.

### **Grounds Maintenance**

- The Site Manager is responsible for managing the Grounds Maintenance in co-ordination with the Business Manager.
- To rock salt/grit the playgrounds etc. in frosty weather (to provide a safe pedestrian access in bath weather), to ensure that all drains, gullies and grids are kept free flowing and clean, including clearing blockages.
- Gardening duties, pruning and clearance by perimeter fencing, weeding to keep area tidy and planting of bulbs etc.

### **Reporting**

- The Site Manager will be responsible for all aspects of reporting in relation to Site Maintenance, Cleaning and Repairs and Maintenance.
- Holidays to be taken in school holiday time and in agreement with the Business Manager.

### **General School Support**

- Attend meetings and training sessions as required.
- At the discretion of the School Business Manager, such other activities as may from time to time be agreed consistent with the nature of the job described above.

### **Other areas of responsibilities and duties**

- Be prepared to undertake any other duties at the discretion of the Business Manager/Executive Headteacher to assist the smooth running of the school.

### **Other Professional Requirements**

- Understand the duties and responsibilities in relation to child protection and safeguarding children and young people.
- Understand fully the school's Child Protection policy and ensure all issues relating to pupils' safeguarding are reported immediately to the designated members of staff.

### **School Specific**

- To be the school's elected Health and Safety representative.
- To take part in the wider life of the school and contribute to the school's standing and reputation within the community.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

General tasks may be varied from time to time to take into account the changing nature of the school and demands upon it. Such changes are a normal part of the post and, as such, do not constitute a change to the general job description.

### **Notes:**

This job description may be amended at any time in consultation with the postholder.