



St Michael's Catholic Primary School

Role Title	Site Manager
Grade	Pass 6 Point 15-20 (£30,024-£32,597)
Hours of work	35 hours per week, full year Split shifts (7:00-10:30/ 2:30-6:00)
Responsible to	Business Manager/ Headteacher
Main purpose of the role	
<p>To be responsible for the safety, security and cleanliness of school premises, checking cleanliness and tidiness, looking for damage and items needing repair. Actioning minor repairs to school grounds and building. Ensuring the site and grounds are safe for pupils, staff and visitors.</p>	
Core responsibilities and tasks	
<ul style="list-style-type: none">● To undertake all aspects of the work of the Site Manager e.g., locking/unlocking the premises, minor repairs and maintenance, checking grounds are clean and safe, setting up halls and rooms to ensure that lessons and activities can take place.● To perform minor repairs to buildings and grounds, making best use of own skills to complete in-house wherever possible.● To maintain appropriate administrative and records systems relating to the site to assist the Headteacher, Business Manager and the Governing Body.● To support leaders in developing effective security systems and procedures throughout the building and premises to maximise the security of the premises and its contents and to reduce likelihood of fire and opportunities for vandalism.● To support leaders in the completion of risk assessments relating to the school buildings and the school grounds, to ensure that students, staff and other users have a healthy and safe workplace to use.● To monitor cleaning and order materials as necessary, storing appropriately to ensure that cleaning and other work can be carried out in accordance with laid down schedules and safety instructions.	
Security of premises	
<ul style="list-style-type: none">● To be responsible for securing of premises by setting/unsetting of security alarms at the agreed time of day, locking/unlocking different areas of buildings and to check windows and shutters are closed.● Carry out emergency security repairs where possible or contact the appropriate contractor.● To ensure that fire alarm and equipment are checked in accordance with agreed schedules to ensure that the systems work in the event of fire, thereby reducing the risk of injury to students, staff and other users.● Undertake regular, recorded fire safety tests/drills to ensure pupil and staff awareness and safety.	

- Maintain duplicate sets of keys for all rooms and equipment.
- Act as a primary key-holder for the premises in the event of a call-out outside of normal working hours.
- Liaise as necessary with Emergency Services including calling in Emergency Services as required.

Building Maintenance and Cleaning

- Be responsible for the implementation of repairs, maintenance and cleaning programme agreed with the School Management, liaising with contractors as required.
- Deal with and participate in ad hoc requirements for repairs and maintenance work.
- Deal with, or arrange to be dealt with, all burst pipes, spillages, leaks, flooding, fires, and breakages as appropriate. Liaise with contractors as necessary.
- To arrange or undertake the movement of furniture and equipment as required in accordance with school timetables and ad hoc requests and deliver throughout the building all educational deliveries.
- Complete daily checks of perimeter fence and grounds and clear of litter.
- Ensure play equipment is tested regularly and any recommendations acted on.
- Responsibility for the efficient deployment of cleaners and their supervision, and for ensuring that the service is performed to the standard required.
- Ensure all cleaning staff are trained and instructed in the use of cleaning machinery, equipment and cleaning methods.
- To ensure that mechanical aids, e.g., vacuum cleaners, steps and other care-taking equipment are in a safe condition and that their usage is in conjunction with Health & Safety guidelines and good practice.
- Arrange an annual deep-clean of the building.
- Maintain the exterior of the building, promptly, removing graffiti etc. as appropriate.
- Ensure all gullies and grids are kept free of litter and obstructions.
- Make clean all areas affected by vandalism or illegal entries.
- Arrange for all bins to be emptied appropriately and liaise with the refuse collection services in unusual circumstances.
- Clean up after day-to-day mishaps.
- Be aware of Health & Safety and COSHH regulations

Grounds

- Ensure grounds maintenance work is undertaken by contractors and completed to a specified standard. Liaise with contractors as necessary e.g., where to sign in and out.
- Ensure grounds are kept in a clean, tidy and safe condition e.g., daily litter picking and emptying of bins.
- Overseeing and undertaking if necessary, clearing of paths, drains, gullies and car park, especially during frost and snow conditions.
- Carry out regular visual checks on all play equipment.

Energy and usage

- Replace bulbs/shades where accessible and practicable.
- Replace, re-fuse or fit plugs.
- Inspect electrical fittings and arrange for contractors to deal with any defects.
- Operate the heating and hot water system.
- Ensure that recommended temperatures are maintained.

- Ensure water appliances operate efficiently and are maintained in good order.
- Carry out regular inspections and ensure routine maintenance procedures for heating boilers, water pumps, etc. Ensure that proper safety precautions are observed in the boiler house.
- Know the location of main stop cocks and valves, and mains electricity breakers.

Safety

- Ensure the safe operation of all school plant.
- Ensure that the grounds are kept free from litter and are maintained in a safe condition.
- Carry out daily inspections of the buildings and grounds, identifying hazards and taking appropriate action.
- Provide safe access to the buildings and grounds in the event of snow or ice.
- Ensure that the work carried out by contractors is completed in a safe manner.
- Ensure that all aspects of the premises are hygienically maintained.
- Regularly arrange for the testing of all firefighting prevention equipment and maintain the necessary records.
- Regularly test the fire alarm systems as required and arrange for errors or faults to be rectified. Maintain records of fire drills.
- Ensure the safe storage of all hazardous materials, in line with COSHH regulations.
- Be familiar with fire, flood and emergency procedures and carry them out as appropriate.
- Ensure the availability of an adequate First Aid Kit for the cleaning staff and site manager.

General

- To have an understanding of Health & Safety Regulations.
- To carry out duties placed on employees by Health and Safety Regulations.
- Attend termly site inspections and meetings with the Health and Safety Committee. Prepare, with the headteacher, termly plans for maintenance and improvement for discussion with the Health and Safety Committee
- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- As members of staff, we all have a duty to provide for and safeguard the welfare of children we are responsible for, or who we come into contact with in our day-to-day work. All duties should be carried out in line with the school's Child protection & Safeguarding Policies and Practices.