



<b>Job Title</b>	Site Manager
<b>Grade</b>	GJPA Band 5
<b>Reports to</b>	Headteacher/Academy Manager
<b>Liaison with</b>	School staff, contractors, parents, General public
<b>Job Purpose</b>	To contribute to the smooth running of the school by caretaking maintenance, Health & Safety and security of the site and related resources.
<b>Duties</b>	<p>The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the postholder.</p> <p><u>Security</u></p> <ul style="list-style-type: none"><li>• Act as primary keyholder and carry out security procedures for the buildings and grounds to prevent unauthorised access. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc and/or the setting off of the burglar alarm.</li><li>• Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.</li><li>• Attempting to prevent unauthorised access onto the school premises or grounds.</li><li>• Monitoring and ensuring the cleanliness of the school premises and furnishings.</li></ul> <p><u>Caretaking and maintenance</u></p> <ul style="list-style-type: none"><li>• Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures.</li><li>• Making arrangements for the carrying out of routine procedures or inspections on ancillary equipment.</li><li>• Carry out school based procedures in the event of fire, flood, breaking and entering, accident or major damage.</li><li>• To identify and prioritise maintenance requirements</li><li>• To carry out first line repairs and maintenance which are not beyond the competence of the staff concerned</li><li>• Ensuring the adequate supplies of cleaning material and other supplies are available.</li><li>• Ensuring that all caretaking equipment is in a safe and working condition and arranging for their repair as appropriate.</li><li>• Make routine inspections of the school and grounds to ensure the site is safe to receive pupils &amp; staff.</li></ul> <p><u>Other duties</u></p> <ul style="list-style-type: none"><li>• Ensuring the implementation and compliance with appropriate Codes of Practice throughout the school (in</li></ul>



	<p>relation to premises and caretaking/cleaning issues) in liaison with Health and Safety Officer for the school.</p> <ul style="list-style-type: none"><li>• Monitoring and updating the appropriate Health and Safety procedures and records in use in the school and reporting any issues to the Health and Safety officer in school.</li><li>• Organise cleaning team: deploy staff to ensure site is cleaned &amp; checked regularly</li></ul>
<b>General</b>	<ul style="list-style-type: none"><li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li><li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li><li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li><li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li><li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade</li></ul>