


<b>Job Description</b>			
<b>Title</b> <b>SITE MANAGER</b> <b>Grade 4 scp 19 – 23</b> <b>30 hours per week pro rata</b>	<b>School:</b> <b>Greythorn Primary School</b>	<b>Post Ref:</b> SM/Jan2022	
<b>Job Purpose</b> To undertake a range of site management duties to the agreed quality standards, including security, cleaning, portorage and maintenance of school sites and premises thereby ensuring a safe working environment and inspirational learning environment where all take pride in the site.			
<b>Key Responsibilities</b> <ol style="list-style-type: none"> <li>1. Monitor and operate within the school maintenance budget as allocated by the governing body of the school; to support and advise the responsible person setting the maintenance budget and delivering the maintenance plan</li> <li>2. Assist with the determination of medium &amp; long term strategies for building maintenance and site development</li> <li>3. Administration and coordination of building related matters of maintenance, repair, servicing, etc</li> <li>4. Effective supervision and directive advice to the cleaning staff &amp; any members of the wider site team, to quality assure cleaning and to maintain records of timesheets, rotas, attendance records as required</li> <li>5. Liaison with contractors, obtaining quotations and supervision of contractors on site, ensuring compliance with H&amp;S regulations and quality control of the work carried out</li> <li>6. Undertake regular inspections of the site, buildings and equipment, recording necessary repairs, obtaining estimates and contacting contractors</li> <li>7. Record deliveries and maintain stock records, ensure adequate supplies are maintained to meet the needs of the establishment.</li> <li>8. Support the review and implementation of Health and Safety policies and procedures within the school</li> <li>9. Engage with the Flying High Trust on key expectations and activities in relation to site management – including the Trust Site Manager network</li> <li>10. Work with school staff to develop a safe, inspirational and fit for purpose learning environment</li> <li>11. Develop opportunities for children to engage in site development and wider school life</li> </ol>			

Grade 4 Premises- Site Manager

## Generic Responsibilities

12. Ensuring security of the site and premises together with its contents. Boarding up and making the buildings secure following acts of vandalism if needed
13. Key holder responsibility.
14. Attending to the heating & lighting of the premises and ensuring that the required temperatures are maintained.
15. Ensure that the boiler plant equipment and classroom heater cabinets are cleaned and maintained and faults reported
16. Ensuring cleaning of designated areas in the establishment is maintained to a high standard, including overhead kitchen canopies, removing graffiti from internal & external surfaces
17. Covering for cleaning staff absence if necessary, liaising with cleaning company to ensure effective continuity of cleaning provision
18. Ensure that all exterior hard surfaces including artificial/turfed areas are kept clean, including emptying litter baskets, cleaning of drains & gulleys, salting and de-icing of hard surface areas during the winter months and moving of snow to ensure access to the premises
19. Carrying out portage duties as and when required
20. Be available and attend to the requirements of the hirers of the premises for the purpose of evening lettings
21. In cases of emergency outside the working week e.g. intruders, fire, floods, etc., to attend for such if required
22. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions
23. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
24. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
25. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school
26. Working as a member of the wider Trust team to support site managers in other Trust schools – sharing expertise and asupport