



Buckden CE Primary Academy

Job Description

Post title:	Site Manager
Salary Range:	NJC Scale Point 12 - currently FTE £26,421 pa
Hours:	30 hours per week - 52 weeks per year with holiday entitlement
Contract Type:	Part-time, permanent
Responsible to:	Headteacher

Job Purpose:

Under the direction of the Headteacher and SLT (Senior Leadership Team) you will be responsible for the maintenance and security of the school premises and site, ensuring a safe environment for all pupils, staff and visitors. You will be required to supervise the work of a small team of cleaners to ensure their duties are carried out to the required standards.

Key Areas of Responsibility:

- To be responsible for the routine and non-routine (e.g. emergencies) opening and closing of the school premises. Ensuring that buildings and the school site are secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times.
- To report trespass, theft or unauthorised parking of vehicles to the appropriate person/s.
- To be responsible for the heating and lighting of the premises including necessary frost precautions. To report system failures to the appropriate person and to ensure the satisfactory maintenance and repair of equipment throughout the school site.
- To undertake cleaning duties in collaboration with the day to day supervision and monitoring of cleaning staff, including checking the quality of work carried out. Ensuring that staff training is carried out in alignment with Health and Safety standards and are met and maintained.
- Undertake regular maintenance and minor repairs where appropriate, health and safety checks of buildings, grounds, toilet areas, fixtures and fittings, furniture and equipment (including compliance with fire safety regulations). Taking remedial action where hazards are identified and reporting serious hazards to senior staff immediately.
- Undertake internal and external decorating, where such work is within the capabilities of a competent handyperson.



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- Drawing the attention to the Headteacher, by completing the relevant documentation or otherwise, to any repairs or maintenance work which is beyond the competence and responsibility of the post holder by organising the appropriate work needed, specialist testing and inspections with outside contractors.
- Act as school contact in relation to premises related contractors and oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
- Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms). Monitoring usage and promoting energy conservation in the school, including the keeping of records of consumption and the identification of trends.
- Ensure the operation and maintenance of specialised equipment following training, for example sports/theatrical equipment.
- Porterage duties as required and particularly the laying out of furniture and other equipment for timetabled activities without direct instruction.
- Supervise and undertake specialised cleaning programmes, services, maintenance and repairs during school closures or other designated periods out of term time.
- Maintain a register of keys issued on the instructions of the Headteacher.
- Ensuring that all drains and gullies are free-flowing and clean. Clearing blockages should these occur.
- Preparing for daytime, evening and weekend activities, clearing and (in specific circumstances) cleaning up after these activities, within the normal hours of work, including lettings and community use in these hours.
- Taking delivery of orders, materials and other goods; storing and/or moving them within the school as required.
- Ensuring that all hard areas are free from litter and excessive accumulations of dirt and rubbish.
- Emptying of litter baskets and bins, disposal of all rubbish and cleanliness of dustbin areas.
- Emergency cleaning in the absence of cleaning staff, e.g. spillage of paint, vomit, etc.
- Replenishment of soap, cleaning materials, toilet rolls and hand towels by monitoring the school's stock levels. Complete the ordering of supplies by following the correct purchasing procedures, set by the trust and the Headteacher.
- Take appropriate remedial action, report working practices or usage conditions that may contravene the requirements of the Health & Safety at Work Act 1974 and the Fire Precaution Regulations.



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- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.

The school is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

The school benefits from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. The Headteacher may require additional duties to be undertaken to suit the specific school's requirements and these may be incorporated into the role requirements if they are at a similar and appropriate level to other listed duties.