

## JOB DESCRIPTION

<b>School</b>	Springside Primary School
<b>Job Title</b>	Site Manager
<b>Grade</b>	E11 - 17
<b>Primary Purpose of the Job</b>	To assist the MAT, Headteacher, and staff in ensuring the School fulfils its primary purpose both effectively and efficiently
<b>Responsible to</b>	MAT and Headteacher
<b>Responsible for</b>	Effective and efficient site management within school
<b>Principal Responsibilities</b>	<ul style="list-style-type: none"> <li>• Maintaining clean, safe and secure school premises, which includes buildings and grounds</li> <li>• Opening up the school site</li> <li>• Carrying out cleaning, routine maintenance and refurbishment, portorage, and minor repairs</li> <li>• Some supervision of school cleaning staff</li> <li>• Promoting health and safety around the school, ensuring the school is safe for students and staff and the school is compliant with relevant legislation</li> <li>• Maintaining accurate and up-to-date health and safety records and logs</li> <li>• All other aspects of site management, such as supervising external contractors, and site use and development planning</li> </ul>

### Main Duties

1	Carry out portorage duties, such as moving furniture and equipment around the school
2	Maintain the general school premises, furniture and fittings, and report any issues
3	Carry out small repairs and DIY projects
4	Arrange larger repairs and obtain quotes from contractors
5	Advise on site development projects and make recommendations on site use

### Cleaning

1	Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste
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2	Carry out emergency cleaning duties, such as gritting and cleaning up spillages
3	Arrange an annual deep clean of classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on school premises
4	Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels
5	Manage/ liaise with the cleaning team where appropriate

### Security

1	Maintain the security of the school premises as the main key holder
2	Lock and unlock the premises as required, including out of school hours when necessary
3	Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off
4	Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures
5	Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
6	Advise the headteacher on all matters relating to school security and safety

### Health and Safety

1	Ensure a safe working and learning environment in accordance with relevant legislation
2	Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems
3	Provide safe access to the school in cold weather conditions
4	Make sure all members of the team follow health and safety procedures
5	Monitor the work of contractors, ensuring safe working practice and quality of work

## Responsibilities

Be committed to the safeguarding and promotion of the welfare of children and young people
Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
Contribute to the overall ethos/work/aims of the school
Establish constructive relationships and communication with all staff and other agencies/professionals
Recognise own strengths and areas of expertise and use these to advise and support others
Participate in training and other learning activities and performance development as required
Ensure that cleaning staff carry out their duties professionally and effectively
Ensure contractors and external visitors comply with security and health and safety while on school premises

Criteria	Qualities	
<b>Qualifications</b>	Level 2 Award in Support Work in Schools	Desirable
<b>Experience</b>	Caretaking	Essential
	Building maintenance	Essential
	Security, including alarm systems	Essential
	Cleaning work	Essential
	Working in a team	Desirable
	Working with contractors	Desirable
<b>Skills and knowledge</b>	Good knowledge of health and safety regulations	Essential
	Ability to work flexibly, independently and as part of a team	Essential
	Ability to plan, organise and prioritise	Essential
<b>Personal qualities</b>	Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	Essential
	Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	Essential
	Ability to work under pressure and prioritise effectively	Essential
	Commitment to maintaining confidentiality at all times	Essential

	Commitment to safeguarding and equality	Essential
	Able to work flexibly and out of school hours as required	Essential
<b>Physical requirements</b>	<ul style="list-style-type: none"> <li>• Be fit to carry out the duties of the job</li> <li>• Able to carry out manual handling and lifting</li> <li>• Able to carry out work at high levels using appropriate equipment</li> <li>• Hold a full UK driving license and have access to own vehicle with business insurance</li> </ul>	

Visits to the school are welcome and can be arranged during school opening hours by contacting the office manager [lisa.westwood@prestoleetrust.org](mailto:lisa.westwood@prestoleetrust.org) or telephone 0161 764 2348

This Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Services.

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment