

BEDFORDSHIRE COUNTY COUNCIL

JOB DESCRIPTION

JOB TITLE:	Site Manager
RESPONSIBLE TO:	Headteacher
JOB PURPOSE:	To manage and maintain the school buildings and grounds

Main duties and responsibilities:

- Management of caretaking and cleaning staff
- Management of budget related to school maintenance
- Security of premises
- Cleaning and hygiene
- Maintenance of furniture, fittings and equipment
- Maintenance of buildings, including co-ordination of School Asset Management Plan
- Maintenance of grounds
- Health & Safety
- Porterage

Management of caretaking and cleaning staff

1. Supervise caretaking and cleaning staff on a daily basis to ensure cleaning of premises is to required standard.
2. Ensure that the caretaking/cleaning storage areas are kept tidy.
3. Contact headteacher for advice if the work of any caretaking/cleaning staff is not up to required standard or if any personnel-related issue gives cause for concern

Management of school maintenance budget

4. Plan and agree budget for maintenance in consultation with bursar and headteacher.
5. Arrange for ordering of supplies and equipment in accordance with budget plan and school procurement procedures, maintaining accurate records of expenditure.

Security of premises

6. Ensure that the buildings are opened as required, including for hirers of any part of the premises.
7. Ensure that all doors and windows are secured.
8. Ensure that all lights, heaters and gas controls are turned off every night.
9. Set and respond to alarms (both fire and security), reporting malfunctions as necessary and arranging for repairs to be carried out in a timely fashion.
10. Test fire alarms regularly and, in liaison with headteacher, make arrangements for fire drills
11. Ensure that fire extinguishers and hose reels are in position and are checked regularly.
12. Take reasonable steps to deter trespass and unauthorised parking on the site, having regard to health and safety.

13. Undertake the responsibility of keyholder, arranging for a deputy as necessary.
14. Ensure that equipment is security coded and maintain inventories, including serial numbers of items.
15. Ensure that external security lighting is functioning as required.
16. Ensure that end of week security checks are carried out.

Cleaning and Hygiene

17. Ensure that standards of cleanliness and hygiene are maintained throughout the premises.
18. Ensure that staff are trained in appropriate use of machines and cleaning techniques.
19. Ensure that stocks of cleaning materials, soap, paper towels etc are maintained and replenished as necessary.
20. Ensure that all cleaning materials are stored and utilised in line with COSHH and county regulations.
21. Ensure that litter and graffiti are removed from both inside and outside the buildings.
22. Ensure that policies and practices on caretaking and cleaning standards are adhered to, having regard to health and safety.

Maintenance of furniture, fittings and equipment

23. Ensure that furniture, fittings and equipment are checked regularly, including electrical testing, effecting repairs and replacements as necessary, advising headteacher where major expenditure is required.
24. Ensure that all rooms are appropriately equipped with furniture and that equipment is in position.

Maintenance of Building, including co-ordination of School Asset Management Plan

25. To prepare and maintain School Asset Management Plan, reporting as appropriate to headteacher and Governing Body.
26. In liaison with headteacher to devise and implement an annual maintenance programme.
27. Make arrangements for routine repairs and maintenance work to be carried out, as directed by headteacher.
28. Ensure that a system is in place for staff to report repair and maintenance issues as they arise.
29. Supervise contractors who are on the school site.
30. Carry out handyman duties in respect of minor or temporary repairs and decorating.

Maintenance of grounds

31. Liaise with contractors in respect of specialist grounds maintenance.
32. Ensure that access to the school in the event of bad weather is maintained, ensuring that paths are clear of snow, ice, leaves, floodwater etc. (hours of work to be adjusted in these circumstances).

Health & Safety

33. Be aware of and adhere to all County Council policies and procedures on health and safety.
34. Attend health & safety courses as directed by headteacher.
35. Undertake health and safety monitoring procedures, in accordance with school's health and safety policy.
36. Carry out Risk Assessments, as required.

Energy Management and Conservation

37. Ensure optimum use of heating system, manually shutting down at any time when not required.
38. Check room thermostats, thermostatic radiator valves and fan convactor thermostats.
39. Ensure services are closed down during school holiday periods.
40. Ensure that boiler house is kept clean and tidy, that no flammable liquids or materials are stored there and that routine checks of time and temperature controls are carried out.
41. Ensure that end of week boiler/security checks are carried out during the heating season.
42. Ensure that light are replaced as necessary, applying appropriate health and safety regulations.
43. Ensure that taps and toilets are operational and efficient.

Porterage

44. Ensure that deliveries of equipment, furniture and materials are dealt with promptly and items repositioned as required.
45. Undertake porterage of equipment, furniture and materials within the premises, as required.

Management of Lettings

General

46. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
47. To undertake any other duties of a similar level and responsibility as may be required.