**Job Title:** **Site Manager**
**Location:** **Cookham, Maidenhead and The Lawns Nursery School Federation**
**Reports to:** **Executive Headteacher & School Business Manager**

We require a site manager to support the smooth running of the schools by carrying out general maintenance, repairs and safety checks across the site. The role ensures that the school environment is safe, secure, clean and fully operational for children, staff and visitors.

## Key features of the Role

- The site manager is responsible for ensuring that the premises and grounds of the school are maintained to the highest possible level of cleanliness and are attractive in appearance at all times.
- The site manager will take responsibility for the security and day to day maintenance of the school site.
- Like all members of staff, the site manager will offer the children an excellent model of good relationships, attitudes and behaviour.
- The site manager will work closely with the Headteacher & School Business Manager
- The site manager will share in whole-staff responsibility for the well-being of all children
- The site manager will assist and support, when necessary, the daily work of the cleaners.

## Key Responsibilities

### Management and Administration

- Work with Headteacher & School Business Manager to identify and arrange annual maintenance plan and longer-term maintenance requirements.
- Respond to all reasonable requests, commensurate with the role, as made by the Headteacher & School Business Manager
- Submit and follow up maintenance requisitions in consultation with the Headteacher, only ordering materials within budget guidelines.
- With Headteacher, ensure that documentation relating to the premises is kept up-to-date at all times.
- Be aware of the location of all stopcocks, gas and electricity metres. Maintain records of utilities, meter readings, health and safety, and all other scheduled maintenance checks as agreed with the Headteacher & School Business Manager.
- Liaise with contractors and other professionals as directed by the Headteacher & School Business Manager.
- Noting, monitoring and reporting any defects in the school buildings to the Headteacher and arrange for repairs and works to be carried out by contractors where own ability is not sufficient
- Carry out minor maintenance work and repairs that do not require the employment of a contractor.

### Health and Safety

- To ensure caretaking duties are undertaken in accordance with Health and Safety legislation and to wear protective clothing as required
- Implement all aspects of the school's health and safety procedures as documented and review these annually in conjunction with the Headteacher & School Business Manager.

- Ensure that all work carried out by cleaning staff is completed with due regard to health and safety policies and regulations.
- In conjunction with the Headteacher, regularly carry out a risk assessment of the site and keep appropriate records.
- Carry out regular emergency evacuation practices (at least termly) and keep appropriate records.
- Carry out accident investigation and emergency action. Liaise with the Headteacher to deal with emergency situations in accordance with the school's health and safety policy.
- Test the fire alarm system & alarms weekly, ensuring that any defects are dealt with, and keep appropriate records.
- Ensure that all escape routes and potentially hazardous areas are kept free from obstruction
- Ensure that all fire-fighting equipment is located, tested and results recorded, as regulations require.
- Ensure that flammable materials for use around the site are safely stored, and advice is given on the storage of combustible materials.
- Ensure that dangerous substances and equipment are used and stored safely.
- Maintain playground areas and outdoor equipment, checking their condition weekly.
- Organise removal of rubbish from the site as and when necessary.
- Grit the premises in icy weather as per the health and safety policy.
- Ensure that all portable appliances are tested annually or when any changes are made.
- Ensure appropriate legionella checks are carried out and recorded (appropriate training will be provided).

**Security**

- To ensure that the buildings and site are left in a secure situation, which includes locking/unlocking of school gates and external and internal doors and closing windows.
- As the key holder and as a point of contact, attend to matters relating to the alarm system and key holder information: opening the school; disarming the alarm system; securing the school, including windows, exit doors and gates; re-arming the alarm system.
- To alert the Headteacher/School Business Manager to any risk to a breach of security.
- To patrol the site to check for hazards, damages and intruders.
- You may be called out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site, in the school holidays or weekends
- In partnership with all other members of staff, maintain the security of the school site by being vigilant with regard to visitors to the site and reporting any concerns to the Headteacher.

**Lighting and Heating**

- To ensure that lighting is kept in good working order.
- To replace defective/inoperative light bulbs and tubes as appropriate.
- To report to the Headteacher/School Business Manager any need for repair work or alteration to electrical systems as appropriate.
- To undertake any training necessary to be able to operate the systems, where appropriate.
- Ensure PAT testing of all electrical equipment and that they are labelled accordingly – check this is done annually. (Training will be provided)

**Site Management Tasks**

- Perform routine maintenance tasks such as fixing furniture and equipment, checking doors, locks, hinges and handles, fixing leaks, unblocking drains.
- Carry out minor plumbing, electrical, and carpentry repairs.
- Report any defects of building, furniture, fittings and equipment to the Headteacher
- Conduct daily, weekly and monthly site inspections to identify hazards or maintenance needs.
- Basic gardening tasks
- Maintain outdoor areas, including playground, pathways and signage.
- Carry out basic painting, decorating and general upkeep of the school buildings.
- Respond to urgent repair requests and safety concerns promptly.
- Ensure maintenance, repairs and inspections of equipment are conducted in accordance with school health and safety regulations

**Cleaning**

- To undertake such cleaning tasks as required, for example toilets.
- Whilst on duty, to liaise with any cleaners to generally oversee the standard of cleaning throughout the buildings, as necessary, to maintain standards.
- Responsible for the safe and hygienic collection and disposal of body fluids e.g. vomit and dog waste /fox waste found on the playgrounds.
- Ensure that external rubbish is stored appropriately.
- To keep the Headteacher/School Business Manager informed if cleaning standards have not been achieved.
- To remove graffiti as required.
- To notify the Headteacher/School Business Manager if stocks of cleaning and allied materials required by the school, are running low. To restock towels, soap and toilet paper in toilets, washrooms, classrooms with sinks, etc.
- To be responsible, within reason, for the removal of simple toilet blockages.
- Overseeing additional cleaning that is not covered by the in-house cleaning team, e.g. arrange window cleaning/ carpet cleaning.
- Ensure that of internal glass is cleaned and external glass at floor level.

**Porterage**

- Move furniture and equipment as necessary / required in accordance with the principles of manual handling, sometimes with the help of mechanical aids e.g. trolley.
- Help with porterage of deliveries to the site as appropriate, during on-site times.
- Receive goods and supplies and take to the appropriate place for storage.
- To arrange for the disposal of redundant furniture and equipment as agreed with the Headteacher.

**Site**

- To ensure that playgrounds, paths and driveways are in a satisfactory condition.
- Snow clearing and salting as required.

- Deal with the results of vandalism, advising the Headteacher on any necessary preventative measures or repair work.
- Clean floors and/or furnishings after any sickness has occurred during the postholder's active-duty period.
- General supervision of the playgrounds and open areas surrounding the premises.

**Contractors**

- To assist Contractors with any general queries as appropriate.
- Liaise with and ensure that staff / contractors work within health and safety legislation ensuring safety of all persons using the school premises.
- To supervise the premises whilst contractors are on site during active-duty hours, including opening and closing of the school and, within reason, report any damage made to the fabric of the building, furniture or fittings.
- Report any problems / concerns about the work of the staff / contractors on site to the Headteacher/School Business Manager and ensure work carried out is of the required standard.

**Training**

- To undertake training/attend courses as appropriate to carry out caretaking duties in a safe and efficient manner, including those allocated through SMARTLOG or the local authority.
- To be prepared to take courses out of working hours

**General**

- To respond in a courteous manner to enquiries from the school community and external visitors as appropriate.
- To undertake any other broadly similar duties as may be allocated from time to time.

**Safeguarding**

- 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
- To attend annual safeguarding training as required

**Personal Specification-**

- Qualifications -Basic training and/or sound experience in one or more of the following: general maintenance; plumbing; electrical/ building maintenance; heating systems; grounds work
- Able to carry out basic site management/handyperson duties.
- Experience of working as part of a team.
- Knowledge of using cleaning equipment

**Skills/Abilities/Knowledge**

- To deal on a credible level with contractors.
- Knowledge of Health and Safety Regulations (asbestos/ COSHH/ first aid)
- To positively project the image of the school and to be involved in, some fundraising activities. To work on own initiative.
- Commitment to the security and well-being of the school.

- Administration and spreadsheet organisation
- Confident with Microsoft word, excel spreadsheets and email.  Good level of IT knowledge

**Personal Qualities**

- To get on well with colleagues, children and the public.
- Communication skills – both oral and written and the ability to make points clearly and understand the views of others
- An interest in self-development.
- Flexible approach.
- Observant.
- Reliability and integrity
- Understanding of a commitment to equal opportunities.
- Excellent inter-personal skills and the ability to work in a team at all levels.

**Physical**

- The ability to meet the physical demands of the post
- Good mobility and fitness
- Works well under pressure/ calm
- Ability to work at high levels unsupervised.
- Ability for some heavy lifting

**Job Requirements**

- Prepared to work some evenings/weekends if required.
- Prepared to flex hours in a working day as required.
- Prepared to work longer hours to cover cleaners and in school holidays
- Must be able to drive and own a car
- Willingness to attend the school sites in an emergency

**Equal Opportunities**

- An understanding of and a willingness to promote equal opportunities