



## Courthouse Green Primary School



### Role: Site Manager (Accommodation Provided)

<b>Responsible to</b>	<b>Trust Business Manager/Head of School</b>
<b>Responsible for</b>	<b>Cleaning Supervisor</b>
<b>Grade</b>	<b>Grade 5</b>
<b>Hours</b>	<b>37 hours per week, working split shifts, all year round, plus paid callouts where necessary.</b>
<b>Location</b>	<b>Courthouse Green Primary School with a requirement to undertake work at or for Academies within the Trust</b>

#### Job Purpose

To be responsible for and manage all site/premises activities, including maintenance, repairs, checks, tests and daily operational duties, ensuring the site is kept safe, clean, accessible and secure for all users of the premises.

To have due regard to Trust obligations and legislation including in respect of Health and Safety, Estates Management etc.

To support the Trust Business Manager to carry out Health and Safety audits and contribute to Health and Safety reports, Asset Management plans etc

To be responsible for opening and closing of the school, including changing usual working patterns to meet the needs of the school, for example during holidays or to lock up later than usual for governor meetings, school plays etc. (core times between 6am and 7.30pm).

#### Duties And Responsibilities

##### Janitorial duties

- Responsible for the building and site security including routine and non-routine opening or locking up of the premises and setting of the alarms.
- Ensuring the tidiness and safety of the site, including litter picking, emptying of bins, rubbish removal and clearing of leaves. Checking the perimeter fence, safety of play areas and school equipment and the removal of dangerous materials and objects.
- Setting out of furniture and room layouts where required for meetings, assemblies or lettings functions.
- Checking the quality of contractor work and signing off contractor visit reports.
- Ensure availability of adequate supplies of stock/materials to undertake the duties of the post.
- Dealing with school letting requests, complaints and preparing after lettings report where necessary
- Receipt of and checking off deliveries and distribution to the relevant internal locations promptly, ensuring corridors are kept clear.
- Ensuring classroom and corridor fire exits are kept clear at all times.
- Movement of furniture and equipment within the school.
- Clearing of snow and gritting of pathways and ensuring that steps are free from ice and safe to use.
- Take regular readings for electricity, water and gas usage and input data onto online system.

##### Maintenance duties

- To be proactive in identifying and addressing minor repairs as follows:
  - A. Carpentry – fitting white boards, pin boards, installing shelves, hanging pictures, replacing door locks, wooden fence repairs etc
  - B. Plumbing – repairing leaking taps, refitting toilet seats, renewing ball valve washers and floats, clearing blocked toilets, ensuring drains, channels, grease traps and sink traps are kept clear and disinfected
  - C. Electrical – fitting of plugs, replace fuses, replace light bulbs and tubes, replace starters, light fixtures.
  - D. General – minor plaster repairs, minor painting, minor repairs to floor coverings, removal of graffiti, replacing fixtures and fittings including paper towel holders, installing shelves, brackets, temporary glazing repairs etc
- Report major repairs or maintenance issues on the electronic Smartlog system and arrange for investigations or repairs to be carried out.
- To be proactive in identifying and addressing minor repairs and reporting/arranging investigations or repairs for major issues.
- Be responsible for monitoring the preventative maintenance schedule, ensuring that all tests and services are carried out in a timely manner, and updated on the Smartlog system, including uploading certificates. Where necessary, follow up with service providers to ensure all maintenance is carried out when due and certificates received.
- Carry out site checks and tests when due and update Smartlog accordingly.
- Ensure adequate stock of spare parts hardware and material at all times.
- Ensure orders for all premises requirements for each year, are listed for raising on the finance system in September.
- Heating - responsible for the operation of the heating plant, maintain required temperatures and hot water supply, check and report any deficiencies
- Use power tools safely and take responsibility for ensuring tools and machinery are ordered where necessary and kept safely and in good working order

## **Cleaning**

- Line manage, support and cover any absence of the Cleaning Supervisor.
- Responsible for ensuring COSHH data sheets are up to date and available on Smartlog and for all staff as required.
- In conjunction with the cleaning supervisor, ensure that cleaning standards and safe methods of working are kept up to date and communicated to all new cleaning staff as well as being stored on Smartlog.
- Undertake internal school cleaning as required, including using floor polishing and carpet cleaning machinery and cleaning low level windows where necessary.
- Clean school signs, noticeboards and directional signs
- In the absence of the cleaning supervisor, monitor all works undertaken by the cleaning team keeping the School Business Manager informed; identify any contravention of the specification requirements and refer to the School Business Manager.
- Cleaning up after a child has been ill, after accidents, break in or flood

## **Site Safety and Security**

- Operation of the alarm system; regularly checking panel and sensors to ensure in full working order
- Ensure access at designated times, ensuring all locks remain in good working order
- Check all windows and doors are closed and locked and remain in good working order.
- Ensure periodic safety checks on all electrical equipment used are undertaken. Ensure all electrical equipment switched off each day, ensure all lighting is turned off
- Follow all Health and Safety regulations including Fire Awareness, COSHH, Legionella and emergency lighting, keeping relevant electronic records on Smartlog.
- Support the risk assessment process within school

- Ensuring that cleaners training remains up to date and recorded on Smartlog.
- Undertake key holder responsibility, respond to call outs overnight or urgent requests during the day outside working hours; dealing with trespassers/intruders/call out for fire/flood etc
- Ensuring that contractors on site follow Health and Safety regulations; that they hold relevant qualifications and that they do not cause any health and safety hazard or damage to school property.
- Be a member of the Health and Safety committee and attend termly meetings.
- Assist with or undertake termly Health and Safety inspections.
- Undertake first aid training to cover the cleaning team first aid requirements.

#### **Gardening**

- Undertake general gardening duties as and when required i.e keep the Early Years garden tidy and plant tubs around the school

#### **Miscellaneous**

- Have sufficient ICT skills to access Local Authority online systems to locate certificates, upload certificates onto the Smartlog system, monitor and maintain checks, tests and job requests on the Smartlog system, complete online training as required and monitor and communicate via email.
- Carry out procedures in the event of emergencies and provide assistance with dealing with general enquiries.
- Undertake work during the school holidays as defined by the Trust Business Manager/Headteacher.
- Any other work associated with the Site Manager role which may be necessary in support of the function of the school/Trust as may reasonably be required.
- The Headteacher and the Trust reserve the right to implement changes in job description to reflect changes in the demands of the post and this will be done in conjunction with you.

#### **Professional responsibility**

- Undertake an annual review to discuss achievements in line with the job description and identify any training needs.
- Undertake all training and refresher training as required, to ensure an up to date working knowledge is maintained and to ensure that no Health and Safety regulations are breached.

Any other duties and responsibilities within the range of the salary grade.

**The Trust is committed to safeguarding children and promoting children's welfare. This post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS certificate with a barred-list check.**

The Trust will take all reasonably practicable steps to ensure the health, safety and welfare of all employees and any other person that enter the school or are affected by the activity undertaken, in line with statutory compliance. All employees are required, to adhere to the Trust's policies and procedures to protect themselves and others around them. Health and safety does not stand alone; it is embedded into daily practice, in line with relevant health and safety legislation, safeguarding and Ofsted requirements.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Trust's Equal Opportunities Policy.

In accordance with the GDPR UK regulations, duties which include processing of any personal data must be undertaken within the scope of the Trust's Data Protection policy.

# Courthouse Green Primary School

## Person Specification – Site Manager

Area	Essential	Criteria will be measured by:
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• General knowledge of efficient cleaning methods and materials desirable</li> <li>• Evidence of success in completing maintenance or DIY tasks (paid or unpaid)</li> <li>• Awareness of the requirements of Health and Safety legislation and good practice relevant to the duties of the post</li> <li>• Knowledge of security procedures</li> <li>• An awareness of the challenges that face schools with regard to maintenance issues and security</li> <li>• An understanding of equal opportunities issues and an awareness of what this involves, e.g. being able to communicate with people from minority groups, people with disabilities.</li> <li>• An understanding of safeguarding issues (training will be provided)</li> </ul>	Job Application and Interview
<b>Skills and abilities:</b>	<ul style="list-style-type: none"> <li>• To be approachable, friendly and able to liaise and communicate effectively as a staff member with all stakeholders</li> <li>• To be able to work on own initiative, subject to general and specific direction of the Head Teacher, Trust Business Manager or Senior Leadership Team</li> <li>• To have good numeracy skills to check stock levels, deliveries and measure areas</li> <li>• To have good literacy skills to complete forms, read instructions, maintain appropriate records, write basic reports and messages</li> <li>• Basic ICT skills to use online systems to locate certificates on the Local Authority systems and complete works and upload certificates onto the Trusts electronic system (Smartlog). To access and monitor requests on both Smartlog and emails. To complete online training. To monitor emails and communicate via email.</li> <li>• To be able to communicate via telephone to process queries/orders etc and assist the Trust Business Manager in achieving best value</li> <li>• To be able to follow recognized and agreed procedures</li> <li>• To have the ability to be flexible in carrying out tasks and work planning</li> <li>• To be able to move equipment/objects, clear sites/rooms and undertake general manual tasks</li> <li>• To be able to undertake general tasks not requiring skilled trade qualifications, e.g. plumbing, basic electrics, building, plastering, painting, gardening, carpentry and glazing – seeking advice and contacting necessary tradespersons as required</li> <li>• To be able to work with the cleaning team to ensure that cleaning standards are maintained, chemicals are stored appropriately and equipment maintained and used properly, ensuring training happens when necessary</li> <li>• To be able to identify where repair/cleaning is required or not up to the expected standard</li> <li>• To be able to understand information regarding operation of equipment and to explain to team members</li> <li>• To be able to manage alarm call outs and emergency situations</li> <li>• To be able to prioritise work and shift focus at short notice</li> <li>• To be able to undertake lettings in term time, weekends and school holidays</li> <li>• To be able to take responsibility for the security of the school building and grounds</li> <li>• To be able to understand and support the school ethos and the school aims</li> </ul>	Interview /References
<b>Educational Achievements</b>	Desirable – A relevant trade qualification Basic literacy and numeracy ability as a minimum	Job Application

<b>Experience:</b>	Experience of supervising a team and organizing and implementing work programs. Background of industrial or school environment which highlights trade skills	Job Application and Interview
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<b>Special Requirements:</b>	<p>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. An enhanced criminal records check (DBS), with a barred list check, will be required prior to appointment.</p> <p>Able and willing to work within the requirements of all Trust and School safeguarding policies</p> <p>Must be willing to be flexible in working patterns to meet the needs of the school.</p> <p>Must be willing to attend alarm and other call outs</p> <p>Must be willing to recognise the importance of confidentiality</p> <p>Must be sympathetic to community use of the school</p> <p>Must be willing to lift/move objects or undertake hygiene tasks such as cleaning vomit or toilets.</p>	
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Reviewed: August 2023