

# Job Description

**Vacancy Reference No:****Job Title:** Site Services Manager**Job Number:** L3030D**Directorate:** People**Post Number:****Service:** Services for Schools**Grade:** 5**Location:** John Gulson Primary School**Job Purpose:**

To work with the School Business Manager to ensure that premises and grounds are maintained providing sound advice relating to the management and development of the premises.

To lead on remedial action in relation to Health & Safety matters ensuring that maintenance and development complies with relevant building, health & safety and City Council regulations. To liaise with school staff, contractors, representatives of the City Council and others as appropriate

To provide day to day supervision to Site Services employees, including cleaners

**Main Duties and Responsibilities:**

- To provide day to day supervision of the team of Site Services employees, including cleaners
- In conjunction with the School Business Manager, delegate responsibilities appropriately amongst Site Services Staff to ensure their effectiveness
- Meet with the Line Manager to plan work to be undertaken where appropriate.
- Record work as completed and keep a log of work to be carried out
- Be a member of the School's Health & Safety Committee and attend Governors meetings when requested
- To be responsible for the expenditure and monitoring of the site services supplies budget, ensuring best value is achieved.

**Security**

- Responsible for the security of the buildings and grounds including routine and non-routine opening of the premises and setting of alarms.
- Ensure external check is carried out prior to evening lock up.
- Deal with alarm call outs as first point of contact at all times.

### Health and Safety

- To advise on Health & Safety matters in the school including specific responsibilities for premises issues
- To ensure that General Risk Assessments are carried out for the premises and grounds.
- To ensure that specific risk assessments are carried out for tasks performed by Site Services employees and cleaners.
- To undertake all necessary training required to carry out duties.
- Ensure the necessary steps and precautions are taken to prevent delivery and other vehicles driving over paths, grass or other unauthorised areas where possible preventing trespass and unauthorised parking.
- Inspect all play areas and equipment on a weekly basis and remove any dangerous materials or objects daily and as necessary to ensure the safety of users and report where action is needed.
- Movement of P.E. equipment if necessary

### Repairs and Maintenance

- Be responsible for reporting and arranging all repairs and maintenance needs outside of this job description, progress chasing and reporting on delays to the School Business Manager and the appropriate Local Authority Officer.
- Ensure that contractors on site do not cause a health and safety hazard or damage school property in any way and report any matters of concern or non-compliance with contract specification to the School Business Manager and appropriate Local Authority Officers.
- Liaise with contractors during works in progress to ensure deliveries of supplies, access to school site, security and timing of works comply with school health and safety policy.
- Be responsible for signing job completion/customer satisfaction notes as required by the Local Authority, checking that contractors vacate the site on completion.

### Janitorial

- Ensure the whole site is kept free of all litter and rubbish including fallen leaves.
- Empty internal bins daily and external bins twice weekly.
- Be responsible for the operation of the heating plant; maintain required temperatures and the availability of an adequate supply of hot water. Report any deficiencies to the appropriate DSO.
- Carry out routine checks to identify faulty ancillary equipment including water boilers, cookers, electric irons, etc and reporting where further action is necessary.
- Monitor energy consumption.

### Cleaning

- Organise cover for absent cleaners.
- Be prepared to cover for absent cleaners on an emergency basis.
- Clean school signs, name boards and directional signs.

- Undertake cleaning of areas specified by the Headteacher/School Business Manager without encroaching on allocated time required for janitorial, monitoring and handyperson duties.
- Clean windows and blinds as required.
- Clean carpets on rolling programme.
- Manage and monitor the school cleaning team to ensure that high standards are maintained.
- Maintain school cleaning equipment and stores, ensuring adequate supplies.
- Organise repairs/contract for school cleaning equipment.
- Clean up spillages and vomit as required.
- Keep paths, steps, walkways, etc. free of snow and ice, using and ordering salt and grit as necessary.
- Clean low level guttering.
- Clean up after emergencies, e.g. accidents, floods, break-ins.

### Lettings

- Lettings will form part of your duties, during the evenings and weekends as required.
- If a different site services officer/handy person is used for lettings, ensure specific dissemination of information.
- Deal with instructions regarding lettings, by liaison in the appropriate sections of the Local Authority, preparing for these activities and clearing up at the end of the letting.

### Repairs and Maintenance

- Ensure deliveries are dispatched to the appropriate areas and stored appropriately.
- Movement of furniture and equipment within the school as required.
- Undertake minor repair and maintenance work, including:
  - Carpentry: Refitting whiteboards and pin boards, replacing door and window furniture, easing doors, fitting shelves, coats pegs etc.
  - Plumbing: Repairing leaking taps, refitting toilet seats, renewing ball valve washers and floats, clearing blocked toilets, ensuring drains, channels and grease traps are kept clear and disinfected.
  - Electrical: Fitting of plug tops, replacing plug fuses, light tubes, bulbs and starters.
  - General: Minor plaster repairs, minor repairs to floor covering, paintwork/varnishing, removal of graffiti, replacing fixtures and fittings, e.g. toilet roll holders, paper towel holders, brackets, shelves, cupboards, plus minor repairs to fencing, paths, drives and playgrounds, minor glazing repairs.
- Undertake limited grounds maintenance duties which are not included in the Grounds Maintenance Contract specification including setting up of portable sports facilities for play, taking equipment from and returning it to school stores on a day to day basis. General litter/glass etc. clearance from all shrub borders, hedgerows, grass area, gullies adjacent walls, paths, drives, play areas.
- Ensure an adequate stock of essential items, e.g. nuts, bolts, washers, batteries, etc.

### Minibus

- Carry out weekly maintenance on school minibus, i.e. cleaning, check levels of fuel/oil/water etc.

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

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All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

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

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### **All employees**

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions.
- To co-operate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

The post holder must also comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To inform, instruct, train, supervise and communicate with employees and provide the copies of appropriate guidance such that all employees are aware of what may constitute abuse or neglect of children or vulnerable adults, are aware of their duty to report such concerns and comply with this duty.
- To report all concerns about potential abuse or neglect of children or vulnerable adults that are brought to their attention to the appropriate officers within the council as described in current policies.

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

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:** Day to day supervision of Site Services employees, including cleaners

**Responsible to:** School Business Manager

**Date Reviewed:** September 20

**Updated:**