

Welwyn St. Mary's



Church of England Primary School

Headteacher: Stuart Whiteland

Site Manager Job Description

Grade: H4 - H5

Main purpose

Responsible for the security of the premises and related health and safety, maintenance and cleaning within the school.

Key responsibilities

1. Be responsible for ensuring the security of school buildings and site.
2. Act as a designated key holder, providing out of hours and emergency access to the school site.
3. Arrange for general maintenance within specialist areas such as heating, lighting and plumbing to ensure safe and effective operation.
4. Responsible for regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment.
5. Responsible for regular maintenance checks and follow-up actions.
6. Provide advice on the annual long term maintenance requirements to support a cost-effective maintenance programme.
7. Responsible for contractors whilst on site and ensure work is completed to the required standard.
8. Purchase premises related equipment and supplies within agreed budget.
9. Responsible for the regular checking and operation of systems such as heating, cooling, lighting and security (including CCTV and alarms).
10. Arrange tenders and quotes and manage the appointment of external contractors.
11. Supervise other premises staff.
12. Undertake risk assessments, ensure compliance within the school with all health and safety COSHH regulations.
13. Liaise with other school staff/ departments on premises issues.

Individuals in this role may also undertake some or all of the following:

1. Provide training on health and safety issues to other staff.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.



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Job Context

- The premises department have responsibility in the school for the smooth running of the premises. The school site is used extensively, both for curriculum activities and for community purposes by external hirers. The school is potentially available for approved activities throughout the year (7 days a week, 52 weeks a year).
- The department are primarily tasked with ensuring the site is clean, presentable, safe and secure for all those that use it in any capacity.
- Regular contact with other site and facilities staff, teaching staff, senior leadership team, external contractors (orally and in writing); advisory and training in relation to cleaning and other facilities staff for both development and on boarding.

Knowledge, Skills & Abilities

- Theoretical knowledge of policies and procedures for premises security, repairs and maintenance, technical knowledge and understanding of heating, lighting and security systems, ordering of supplies, commissioning contractors, facilities management, health and safety, and supervision.
- Manual dexterity in operating equipment and minor repair work.

Supervision

- Provides advice and makes recommendations to the senior leadership team on longer term maintenance of the school site. Recommendations can have a significant long-term impact on the school.
- Management responsibility for cleaning and maintenance staff and contractors whilst on site.

Problems, Demands & Decisions

- Through the oversight of maintenance work is regularly required to reprioritise tasks to ensure that the site is kept functional.
- Requires analysis of faults and how to deal with these. Planning can be for a term or for a longer period for organising repairs and maintenance.

Dimensions

- Handles cash for purchase of materials for repairs.
- Purchase premises related and supplies within agreed budget.
- Responsible for the overall security of the school premises, the selection and ordering of equipment and materials within premises/ facilities budget, and equipment maintenance policies that impact on the whole school. Advisory responsibility in respect of maintenance and shared contributory responsibility in relation to health and safety policies.



Physical Effort

- Requires occasional short periods of physical effort such as bending and stretching and using tools and equipment.

Working Environment

- Works occasionally exposed to conditions that are generally unpleasant, hot, cold, wet, noisy, and dirty or that involve some measurable physical risk.

