



Maple Grove Primary School

Growing and learning together

Position: Site Manager (Part-time)

Hours: 30 hours a week, split shift (am and pm)

Pay Grade: H6 (£27,334 - £29,777 full time salary, depending on experience. This will be prorated to 30 hours)

Purpose of the Role: To be responsible for the maintenance and security of the school premises and site, ensuring a safe and clean environment.

Responsibilities:

- Be responsible for ensuring that buildings, site and resources are secure, including during out of school hours and take remedial action if required
- Act as the designated key holder, providing out of hours and emergency access to the school site if required
- Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms)
- Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site and cleaning duties
- Responsible for regular maintenance and safety checks and follow-up actions
- Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales during working hours
- Monitor stock and order supplies
- Undertake general portage duties, including moving furniture and equipment within the school
- Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to school business manager immediately
- Responsible for regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
- Monitor the work of and manage cleaning staff.
- Work with Senior Leaders to complete risk assessments and ensure compliance within the school with all health and safety responsibilities for example COSHH, ladder, asbestos, legionella and asset register
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Supervision and Management:

- The post holder will often be required to work without direct supervision ie during school holidays, following lone working guidelines as necessary.
- They will be responsible for supervising and having oversight of the work of the cleaners.
- They will liaise daily with the school business manager.



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- The post holder is required to be flexible, on occasions, to stay beyond designated finishing time in return for overtime payment or time off in lieu eg Open Evenings, School Plays.

Knowledge (Preferable)	Competencies
NVQ level 2 (or equivalent)	Communication (written and verbal)
Minor DIY repairs and maintenance	Listening
Level 1 Safeguarding / Awareness of keeping children safe	Team working
Awareness of Control of Substances Hazardous to Health (COSHH)	Monitoring
Working knowledge of Health and Safety at Work	Planning and organising
Working knowledge of policies and procedures	Flexibility
Knowledge of legionella and asbestos testing	Customer Service
Understanding of the Schools Ethos, Vision and Values	
Manual Handling	

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the PMD process

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.