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| **logo5** | | **Codicote C of E Primary School**  **Job description for: Site Manager** |
| **Title of job:** | | **Site Manager** |
| **Salary Range:** | | **Salary Range: H4/H5** |
| **Hours:** | | **37 hours per week** |
| **Reports to:** | | **Headteacher** |
| **Date:** | | **September 2024** |
| **Main purpose of job** | | |
| The Codicote Staff work as a team to promote the best possible learning environment for all. There is an expectation that everyone supports, and contributes to the aims and ethos of the school.   * To create and maintain an excellent standard for our learning environment, so that it is a clean, healthy and a safe place for children and all other members of the school community. * To make a significant contribution to the improvement and maintenance of the buildings, fixtures and fittings. | | |
| **Main Duties** | | |
| **The School Building & Security** | * To share the vision of the Staff and the Governors to develop a pleasant working environment for all. * To ensure the security of the school’s buildings. The postholder will be the first designated keyholder of the school for emergency access to the premises. * To undertake regular security checks and identify security risks. * To ensure efficient working of the school boiler and to monitor fuel consumption. * To support the school in energy conservation, and monitor use of energy and water. * To carry out general porterage duties, including movement of furniture and equipment within the school. * To prepare areas of the school for specific events as directed by the Headteacher, Deputy Head or Office Manager e.g. erection of the school stage. * To replenish soap, paper towels and toilet paper in all cloakrooms daily. * To ensure the storage areas and cleaning room are tidy and well ordered. * To ensure the boiler room is clean, tidy and accessible. | |
| **The school Grounds** | * To ensure the security of the school’s grounds (lock and unlock external gates daily). * To clean and be responsible for the tidiness of paths, the driveway, the front entrance and other hard surfaces within the school grounds, including keeping the playground swept. * To keep paths, access points and entrances free of snow and ice to ensure safe passage. * To empty external bins. * To keep bin storage area clean and tidy. * To pick up litter in the school grounds and around the perimeter of the school grounds. | |
| **Maintenance** | * To support the Headteacher in planning an annual schedule of premises works including repairs and maintenance. * To complete small building maintenance and repairs to the building fabric, fixtures and fittings (excluding specialist teaching equipment). * To advise the Headteacher/Office Manager of faults to the buildings, fixtures and fittings which require specialist attention. * To replace light bulbs, fluorescent tubes and starters as required internally and on external security lighting. * To meet, liaise and monitor the work of external contractors visiting or working on the site. * To maintain a record of works and directed work. * To make senior leaders aware of any defects in materials or services which require immediate attention/remedial work. | |
| **Cleaning** | * To monitor the standard of cleaning throughout the school by the contract cleaners and liaise with the contract cleaning supervisor. * To carry out emergency cleaning in critical areas (e.g. toilets) as directed by the Headteacher or Office Manager * To undertake daily cleaning of:   + The office areas & corridors   + Staffroom   + The library   + The hall   + The dining room   + Corridors   + Including daily vacuum cleaning/mopping, buffing and polishing   To ensure the school is clean before and following lettings. | |
| **Health and Safety** | * To note and report as necessary on matters affecting the health and safety of persons on the site. * Ensure safe use by self and others of equipment and materials. * To implement suitable policies for health and safety and risk management in relation to premises. * To be responsible for keeping an inventory of flammable and hazardous substances. To ensure the safe use and storage of these substances. * To ensure that adequate warning notices are properly displayed (e.g. kitchen, classroom and Caretaker’s room). COSHH notice displayed in cleaning cupboard. * Be responsible for carrying out essential testing regularly, including legionella testing and maintaining records as required. * Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person. * To complete a Health and Safety inspections once a term with the Health and Safety Governor. * To test the Fire alarm system regularly, undertake a fire evacuation practice drill once a term, and to maintain the log. | |
| **General** | | |
|  | * Contribute to planning, development and organisation of systems/procedures/policies. * To carry out any other duty that is commensurate with the post, under the direction of the Headteacher, Deputy headteacher or/and the Office Manager. * To participate in training and other learning activities as required. * To take holiday leave during the normal school holidays. Only in exceptional circumstances and with the express consent of the Headteacher can leave be taken at other times or carried forward to the next leave year. | |
| **Entitlement:** | Performance management  Professional advice and support from the Headteacher and Deputy Headteacher | |
| **Review** | This job description will be reviewed annually, as part of the performance management process. It can, of course be amended at any time, following consultation. | |