

**Giles Junior School**

Headteacher Miss L Whitby

Durham Road, Stevenage, Hertfordshire, SG1 4JQ  
01438 353 374  
admin@gilesjm.herts.sch.uk

**Job Description – Site Manager**

**JOB TITLE: Site Manager**

**REPORTS TO: Headteacher**

**SALARY RANGE: H4-7**

**Main purpose**

* Maintaining clean, safe and secure school premises, which includes buildings and grounds
* Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, porterage, and minor repairs
* Supervision of school cleaning staff
* Promoting health and safety around the school

**Duties and responsibilities**

Whole school organisation, strategy and development

* All of site management, such as supervising external contractors, and site use and development planning
* Managing cleaning team
* Carry out porterage duties, such as moving furniture and equipment around the school
* Maintain the general school premises, furniture and fittings, and report any issues to the headteacher
* Carry out small repairs and DIY projects
* Arrange larger repairs and obtain quotes from contractors
* Advise on site development projects and make recommendations on site use

**Health, safety and discipline**

* Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste
* Carry out emergency cleaning duties, such as gritting and cleaning up spillages
* Arrange an annual deep clean of classrooms, staffrooms, kitchen, dining areas and other frequently used spaces on school premises
* Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels
* Ensure a safe working and learning environment in accordance with relevant legislation
* Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to the headteacher
* Provide safe access to the school in cold weather conditions
* Make sure all members of the team follow health and safety procedures
* Monitor the work of contractors, ensuring safe working practice and quality of work
* Manage asbestos and the asbestos register in line with statutory regulations

**Professional development**

* Keep up to date with regulations relating to management of site, asbestos and health and safety recommendations
* Attend relevant training in relation to statutory safeguarding guidelines
* Attend specialist training related to the role e.g. management of asbestos in schools

**Communication and working with colleagues**

* Brief the headteacher on urgent repairs or site issues
* Communicate with colleagues in regards to health and safety issues
* Relay to the office team in regards to order and making sure stock is held at appropriate levels

**Personal and professional conduct**

* Be committed to the safeguarding and promotion of the welfare of children and young people
* Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
* Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
* Contribute to the overall ethos/work/aims of the school
* Establish constructive relationships and communication with all staff and other agencies/professionals
* Recognise own strengths and areas of expertise and use these to advise and support others
* Participate in training and other learning activities and performance development as required
* Ensure that cleaning staff carry out their duties professionally and effectively
* Ensure contractors and external visitors comply with security and health and safety while on school premises

**Management of staff and resources**

* Manage the cleaning team on a daily basis
* Ensure school terms and holidays are sufficiently covered with staffing for repairs and maintenance required
* Delegate tasks appropriately to staff and ensure the smooth running of the team

**Safeguarding**

* Maintain the security of the school premises as the main key holder
* Lock and unlock the premises as required, including out of school hours when necessary
* Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off
* Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures
* Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
* Advise the headteacher on all matters relating to school security and safety

**Person specification**

|  |  |
| --- | --- |
| criteria | qualities |
| **Qualifications  and experience** | * Level 2 Award in Support Work in Schools * Management of Asbestos in Schools accredited certification * Ladder training |
| **Skills and knowledge** | * Caretaking * Building maintenance * Security, including alarm systems * Cleaning work * Some DIY * Working in a team * Supervising a small team of staff * Managing a small team of staff * Working with contractors |
| **Personal qualities** | * Good knowledge of health and safety regulations * Ability to work flexibly, independently and as part of a team * Basic DIY skills * Ability to plan, organise and prioritise |