

Job Title – Site Manager - Plymouth

Reports to: Estates Manager

Hours: 37

Permanent

Scale : Starting SC6 through to SC7

Number of weeks: 52 weeks. Holidays to be taken out of term time where possible, maximum of two weeks can be taken in term time.

Location: Based at St Matthews C of E Primary and Nursery, the role is a Plymouth role and there will be requirements to assist at other schools as required.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to comply with safer recruitment practices including the completion of a Disclosure & Barring Service enhanced clearance.

Job Purpose

To support the School, Estates and Operations teams to ensure that a clean, safe environment exists in order to facilitate the effective teaching of pupils.

To be responsible for the security of the premises and its contents

To undertake caretaking tasks as required to keep the buildings safe, clean and compliant. Plus any other appropriate tasks that may be required to improve or enhance the school experience for staff and pupils.

Main Duties

- Maintaining the school and site to a high standard of appearance and operation which supports having pride and ownership within the school.
- Proactively maintaining and repairing the fabric and plant located within the school buildings and exteriors.
- Carry out regular maintenance inspections and statutory testing including the completion of maintenance forms and records.
- Contacting and arranging attendance from any relevant contractors to complete inspections and/or servicing that require specialist expertise and certification.
- Being responsible for efficient checking and distribution of resources delivered to the school – including portage, contractors, use and alignment of furniture and equipment.
- Meeting and attending to all contractors visiting or working on the school site.
- Providing a point of contact for moving of deliveries, equipment and furniture to appropriate areas ensuring that passageways are clear and hazard free in accordance with Health & Safety requirements.
- Assisting site staff with lettings and setups for school and external events. Working with other departments in the delivery of other school services – i.e. Catering.
- To ensure the continuous improvement in the quality of standards of service, the cleanliness of the school site and maintenance of buildings. Assisting with heavy and high-level cleaning and emergency cleaning as and when required including the clearing of bodily fluids.
- Support the school with lettings and hires
- Complete and update relevant Risk Assessments with the assistance of the Estates Manager and the Head Teacher.

Security and Health and Safety

- Maintaining the security of the premises and acting as keyholder responsibilities (including out of school hours and some weekends),

- Complying with Health & Safety, Fire Regulations and other school policies and procedures to ensure statutory and regulatory compliance
- Being aware of the responsibilities for safeguarding students in their learning environment
- Reporting defects in buildings, furniture, fittings or equipment to the Operations Lead.
- Following training, undertake relevant risk assessments.
- Undertake and have responsibility for training and understanding in areas such as Working at Heights, Moving and Handling, Asbestos, Legionella and other relevant areas to ensure that Health & Safety procedures are met to avoid risk or harm to self or others.

Administration

- Order materials and equipment required for use within your duties, in line with Trust ordering procedures. Monitor spending against any approved budgets.
- To develop and maintain appropriate administrative and records systems for the Premises function to assist the Estates team.
- Complete appropriate records, e.g. health and safety checks for asbestos, hot and cold water systems, legionella, gas/boiler systems and fire security systems and equipment.
- To monitor stock levels of cleaning and other materials, order as necessary and store appropriately to ensure that cleaning and other work can be carried out in accordance with laid down schedules and safety instructions

Caretaking

- To ensure appropriate levels of heating and lighting
- To ensure the school site is free of litter and obstructions including a boundary site walk every morning
- Sweep paths, pick up litter and be responsible for the removal of all debris from paths, play areas, grassed areas, flowerbeds and all entrances
- General portage duties and moving of furniture
- Assisting staff with simple tasks as required
- Checking damage/security every morning on arrival at premises
- To undertake regular site inspections
- To identify defects and arrange for repair and maintenance, internally or externally.
- To co-ordinate deliveries to the school site
- Ensure that clear passage is maintained on fire escape routes
- Test fire alarms weekly. Maintain test register.

Other

- Working hours can be subject to variation and call-outs both during the week and at weekends are a possibility.
- As part of a multi-academy Trust, the post holder may be asked to work when required at other schools
- The Trust will provide extensive training to assist in the execution of your duties.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.