



## **Job Description**

### **Site Manager /Caretaker**

**Post:** Site Manager / Caretaker

**Responsible to:** Headteacher / Governing Body

**Hours:** Negotiable (up to 20 per week)

**Salary Scale:** £12.38 per hour

#### **Purpose of Job:**

To be responsible for the buildings and grounds of the school, liaising every day with the School Business Manager and Headteacher on all aspects of looking after the site, including the cleaning. Complete daily visual inspections to ensure the site is secure and safe. Undertake routine maintenance, security, health and safety checks, and monitoring contracts and contractors. To advise the School Business Manager of suggested improvements to the general school environment and outdoor area.

#### **Main Duties & Responsibilities:**

##### **Site Management Tasks:**

- To act as key-holder and to be called out to deal with emergencies and / or problems at the site
- Be responsible for Health and Safety within the school
- To liaise with the School Business Manager on a regular basis to discuss requirements, duties, problems and developments within the school
- To assess maintenance with the School Business Manager on a regular basis and give advice and make recommendations for improvement
- To identify areas of improvement and undertake minor repairs inside and outside the building and around the school grounds including minor re-decorating and paint repairs
- To prioritise the programme of minor works at the school, considering urgent need and health and safety issues
- Assess and carry out minor repairs and maintenance independently and commission experts where required
- To ensure playgrounds, paths and driveways are in a satisfactory condition, including puddle and snow clearing and salting as required
- Deal with vandalism, advising on any preventative measures or repair work required
- To remove graffiti where possible from all areas, windows and other surfaces as required
- General supervision of the playgrounds and open areas surrounding the premises, checking for hazards, maintenance or damage
- Undertake gate supervision each morning before locking the entrance gates

##### **Security and Fire Safety:**

- To ensure that the building and site are left in a secure condition that includes locking / unlocking the school gates, internal and external doors and closing windows



- To respond to emergency call-outs and act as appropriate (call-outs occurring outside normal working hours are paid over and above set salary and at an agreed rate for overtime)
- To alert the School Business Manager / Headteacher to any risk that may result in a breach of security
- To ensure the burglar alarm is maintained in good order and set correctly
- To ensure that the following routine in-house fire safety checks are completed and recorded in the fire logbook: weekly test of the fire alarm call points; emergency lighting check on a monthly basis; walk of the building on a fortnightly basis to check location and condition of fire extinguisher appliances; monthly checks of fire doors to ensure they are in a good state of repair and that self-closing devices operate effectively to provide effective fire compartmentation.
- To open and close the school site punctually every day
- To patrol the site and check for hazards, damages or intruders

#### **Lighting and energy:**

- To ensure lighting is kept in good working order and replace fittings where qualified to do so.
- To order replacement lighting equipment as necessary
- To ensure the school is adequately heated, including adjustment to the heating clock and thermostat
- To control levels of heating and ventilation throughout the building as required by the school
- Record and submit (where required) meter readings

#### **Cleaning:**

- To ensure the external areas are maintained to a high standard including removal of litter and seasonal debris
- To ensure external bins are emptied regularly and kept clean and tidy
- Ensure that refuse is collected regularly, including during periods of school closure
- To disinfect drains as and when necessary and to ensure external drains / gutters are clear of debris
- To ensure the school hall floors are cleaned on a weekly basis
- To clean all external windows at different intervals
- Clean floors and / or furnishing after sickness has occurred during active-duty period and to ensure that cleaning that has taken place outside of active-duty period by others is in accordance with health and safety requirements
- To be responsible within reason for the removal of toilet blockages and to arrange for a suitable contractor where necessary
- To be responsible for the cleaning, maintenance and correct storage of machinery and equipment under their control
- To be responsible for correct use and storage of cleaning materials in line with COSHH regulations

#### **Porterage:**

- To provide an effective porterage service to include deliveries (including milk and fruit), furniture removals, or any other lifting tasks required by the school and to arrange suitable storage.
- To arrange for the disposal of any redundant furniture and equipment in accordance with the Local Authorities procedures

#### **Lettings:**

- To ensure premises are left in clean and tidy conditions at the end of a letting



- To liaise with the School Business Manager regarding any lettings, including hours and any specific requirements made

### **Contractors**

- To act as liaison officer with contractors and outside agencies as appropriate, regarding access to the school site
- To act as liaison officer with contractors and outside agencies whilst they are on site, monitoring their progress and ensuring that work is carried out to the required standards

### **Training:**

- To undertake training and attend courses as appropriate to carry out duties in a safe and efficient manner
- To provide training, advice and guidance to school staff regarding health & safety and fire safety

### **Health and Safety:**

- To ensure all duties are carried out in accordance with Health and Safety legislation and to wear protective clothing as required
- To support the School Business Manager to ensure all Planned Preventative Maintenance (PPM) and routine statutory inspections and maintenance of the building, plant and equipment is completed to schedule, including gas, electric, P.E equipment, climbing frames, water quality, asbestos, PAT Testing etc., and follow up if any action is required.
- To carry out regular risk assessments and report to School Business Manager, any perceived risks with advice on how to reduce risk
- To ensure that the premises are kept free from pests and vermin

### **General:**

- To respond in a courteous manner to enquiries from the school community and external visitors
- To work with initiative and rigor and to be aware of the needs of our neighbours and local community
- To complete appropriate paperwork including orders for materials and supplies and contractors' visits
- To be responsible for the setting of school clocks and making sure they are synchronised
- To undertake duties as appropriate to the grade of the post as requested by the Headteacher/School Business Manager
- To remain confidential on all matters at all times