

Job Description: Site Manager Level 3

Position: 20 hours a week/Whole Time

Responsible to: Co-Headteachers

Bishopton PRU is committed to safeguarding and promoting the welfare of children.

JOB PURPOSE

To work under the direction of the School Business Manager, having responsibility for the day-to-day management of the school buildings and grounds. Undertake inspections of the site in respect to appearance, maintenance and Health & Safety. To manage and monitor building cleaning, deal with contractors on site and the supervision of a small team of staff (1 or 2 members).

Main Duties and Responsibilities:

- To ensure the general security of the school's premises and grounds (including safety measures in cold weather i.e., gritting and snow removal), in accordance with the specification of the Trust and the Governing Body.
- To monitor and direct the cleaning staff and ensure that the school premises are cleaned in accordance with the cleaning specification. To monitor and direct the work of the cleaners and associated tasks such as ordering of materials
- To carry out first line repairs and maintenance
- Identify and report preventative maintenance and carry out specialist repairs/works of buildings/grounds/equipment
- To undertake general portage duties
- To ensure that the premises are open for use as and when required in accordance with the specifications of the Trust/Governing Body and securing the premises after use
- To be responsible for supervising both Trust employees and outside agencies on site about repairs and maintenance of the school building
- To inform the Senior Leadership Team (SLT) and liaise with appropriate personnel of the Trust regarding inconsistencies after evaluating works carried out on the premises
- When required handle small amounts of cash for purchasing materials to carry out repairs

Security Access:

- To be named key holder for the school premises
- Routine and non-routine opening and securing of buildings and grounds (including patrolling of premises)
- Regular checking of security devices/systems and setting of the alarm system
- Clear and salt main paths, playgrounds when necessary. Ensure that all outside areas and paths are free from hazard and debris, e.g. glass, leaves, etc.
- Assist with fire drill practices
- Securing windows/doors after damages and ensuring that repairs are carried out in accordance with school policy, i.e. notify Police of malicious damage, obtaining a crime reference number request repairs to be carried out. Requesting unknown persons on site to furnish proof of ID, to prevent trespass on school premises or grounds, referring to the School Business Manager, other staff or Police, where necessary

Health & Safety:

- Ensuring that the school premises and furnishing area are safe and in good order (refer to the school's 'Risk Assessment' Guidelines)
- Ensuring that protective clothing is worn and that safe methods are adopted, and that Health & Safety rules are adhered to
- To attend appropriate Health & Safety training courses
- Ensure that areas contaminated with 'vomit' are cleaned and disinfected
- Ensuring that all cupboards and store areas are kept clean and tidy. Cupboards containing harmful substances must be kept in a secure/locked position

General Maintenance:

- Carry out repairs and maintenance of a semi-skilled nature
- Reporting, via the School Business Manager, any repairs and maintenance work required at the school which is beyond the competence of the caretaking staff
- To direct work persons or contractors to the site of repairs and maintenance work. Inspecting work, and where there is a requirement signing completion notes as necessary
- Liaising with the School Business Manager for the requisition of stores and supplies including the appropriate personal hygiene products, e.g. toilet rolls, paper towels etc.
- Checking lamps/florescent tubes and replacing as necessary
- Carrying out specific procedure in the event of fire, flood, accident or major damage
- Ensuring that all cleaning equipment is in a safe and efficient working condition
- Emptying bins on a daily basis and ensuring that storage bin areas are kept clean and tidy
- Ensuring that windows are cleaned regularly
- Protecting the premises and sites for after school activities and ensuring that premises/site are prepared for normal school activities. Making the premises available for out of school activities on evenings and at weekends and securing the premises after use. Where this involves overtime working an appropriate payment will be made

Portage:

- Moving furniture and equipment around the school premises, as requested
- Taking delivery of goods ordered by the school and storing if required

Heating Systems:

- Operating the heating plant so that the required temperatures are maintained in the school premises and that an adequate supply of hot water is available. Reporting any failure of the heating plan promptly and ensuring that if such failures occur, the correct emergency procedure is initiated to provide heating for the school
- Carrying out frost procedures when necessary
- Carrying out routine procedures of inspection on ancillary equipment and checking that they are in a serviceable condition
- Duties in connection with the emergency conservation programme (e.g. reading meters – gas, electricity and water) as directed by the SLT and Governing Body.

Grounds Maintenance:

- Ensuring that all hard play areas and paths are clean and free from litter and excrement
- Ensuring that all drains and gullies are free flowing and clean, and guttering is free of leaves and rubbish
- Emptying outside litterbins and keeping areas around the school premises litter free

Other Duties:

- Duties in connection with cleaning and safe storage of design technology, computer and electrical equipment
- School minibuses (2) - daily and weekly checks for safe usage, e.g. tyres, lights, seatbelts. Tax and MOT test. Book any repairs, servicing and maintenance. Pass driving test to be able to transport pupils and staff
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to always comply with Health & Safety requirements
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

Staff Supervision:

- Supervision of a small team of staff such as other caretakers or cleaners, i.e. 1 or 2 members - organise, evaluate and appraising their work

Safeguarding - Promoting the Welfare of Children and Young People

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

This job description recognises the current requirements of Bishopton PRU. The duties may be varied to meet the changing needs and demands of the school at the discretion of the School Business Manager in consultation with you.