

## BEDFORDSHIRE COUNTY COUNCIL

### JOB DESCRIPTION

<b>JOB TITLE:</b>	Site Manager
<b>RESPONSIBLE TO:</b>	Headteacher
<b>JOB PURPOSE:</b>	To manage and maintain the school buildings and grounds

#### **Main duties and responsibilities:**

- Management of caretaking and cleaning staff
- Management of budget related to school maintenance
- Security of premises
- Cleaning and hygiene
- Maintenance of furniture, fittings and equipment
- Maintenance of buildings, including co-ordination of School Asset Management Plan
- Maintenance of grounds
- Health & Safety
- Energy Management and Conservation

#### **Management of caretaking and cleaning staff**

1. In liaison with Headteacher deal with recruitment of caretaking and cleaning staff.
2. Plan the work allocation of caretaker and cleaners ensuring adequate staffing levels are maintained and arranging cover as necessary.
3. Under the direction of the Headteacher(s), to deal with applications for annual leave and leave of absence, in accordance with the schools agreed policy.
4. Supervise caretaking and cleaning staff on a daily basis to ensure cleaning of premises is to required standard.
5. Ensure that all school caretaking and cleaning equipment is clean and in good working order, arranging for repair or replacement as necessary in liaison with the Headteacher.
6. Ensure that the caretaking/cleaning storage areas are kept tidy.
7. Contact Headteacher for advice if the work of any caretaking/cleaning staff is not up to required standard or if any personnel-related issue gives cause for concern

#### **Management of school maintenance budget**

8. Plan and agree budget for maintenance in consultation with bursar and Headteacher.
9. Arrange for ordering of supplies and equipment in accordance with budget plan and school procurement procedures, maintaining accurate records of expenditure.

#### **Security of premises**

10. Ensure that the buildings are opened as required, including for hirers of any part of the premises.
11. Ensure that all doors and windows are secured.
12. Ensure that all lights, heaters and gas controls are turned off every night.
13. Set and respond to alarms (both fire and security), reporting malfunctions as

- necessary and arranging for repairs to be carried out in a timely fashion.
14. Test fire alarms regularly and, in liaison with Headteacher, make arrangements for fire drills
  15. Ensure that fire extinguishers and hose reels are in position and are checked regularly.
  16. Take reasonable steps to deter trespass and unauthorised parking on the site, having regard to health and safety.
  17. Undertake the responsibility of key holder, arranging for a deputy as necessary.
  18. Ensure that equipment is security coded and maintain inventories, including serial numbers of items.
  19. Ensure that external security lighting is functioning as required.
  20. Ensure that weekend security checks are carried out.

#### **Cleaning and Hygiene**

21. Ensure that standards of cleanliness and hygiene are maintained throughout the premises.
22. Ensure that staff are trained in appropriate use of machines and cleaning techniques.
23. Ensure that stocks of cleaning materials, soap, paper towels etc are maintained and replenished as necessary.
24. Ensure that all cleaning materials are stored and utilised in line with COSHH and county regulations.
25. Ensure that litter and graffiti are removed from both inside and outside the buildings.
26. Ensure that policies and practices on caretaking and cleaning standards are adhered to, having regard to health and safety.

#### **Maintenance of furniture, fittings and equipment**

27. Ensure that furniture, fittings and equipment are checked regularly, including electrical testing, effecting repairs and replacements as necessary, advising Headteacher where major expenditure is required.
28. Ensure that all rooms are appropriately equipped with furniture and that equipment is in position.

#### **Maintenance of Building, including co-ordination of School Asset Management Plan**

29. To prepare and maintain School Asset Management Plan, reporting as appropriate to Headteacher and Trustee Body.
30. In liaison with Headteacher to devise and implement an annual maintenance programme.
31. Make arrangements for routine repairs and maintenance work to be carried out, as directed by Headteacher.
32. Ensure that a system is in place for staff to report repair and maintenance issues as they arise.
33. Supervise contractors who are on the school site.
34. Carry out handyperson duties in respect of minor or temporary repairs and decorating.

#### **Maintenance of grounds**

35. Liaise with contractors in respect of grounds maintenance.
36. Ensure that access to the school in the event of bad weather is maintained, ensuring that paths are clear of snow, ice, leaves, floodwater etc.

#### **Health & Safety**

37. Be aware of and adhere to all County Council policies and procedures on health and safety, including asbestos procedures.
38. Attend health & safety courses, including training on asbestos, as directed by Headteacher.
39. Undertake health and safety monitoring procedures, in accordance with

- school's health and safety policy.
40. Carry out Risk Assessments, as required.
- Energy Management and Conservation**
41. Ensure that the school is at an appropriate temperature by 9 a.m. each school day.
  42. Ensure optimum use of heating system, manually shutting down at any time when not required.
  43. Check room thermostats, thermostatic radiator valves and fan convactor thermostats.
  44. Ensure services are closed down during school holiday periods.
  45. Order fuel supplies, as necessary, ensuring that adequate supplies are maintained.
  46. Ensure that boiler house is kept clean and tidy, that no flammable liquids or materials are stored there and that routine checks of time and temperature controls are carried out.
  47. Monitor use of fuel and water, by taking monthly readings of all meters, and report promptly any fault giving rise to excessive consumption.
  48. Ensure that weekend boiler/security checks are carried out during the heating season.
  49. Ensure that light bulbs and fluorescent tubes are replaced as necessary, applying appropriate health and safety regulations.
  50. Ensure that taps and toilets are operational and efficient.
- Porterage**
51. Ensure that deliveries of equipment, furniture and materials are dealt with promptly and items repositioned as required.
  52. Undertake porterage of equipment, furniture and materials within the premises, as required.
- Management of Lettings**
53. Ensure that all lettings are serviced appropriately.
  54. Ensure that appropriate records are kept, to enable lettings claim forms to be completed and in order that reconciliation between lettings income and expenditure can be undertaken.
- General**
55. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
  56. To undertake any other duties of a similar level and responsibility as may be required.