



Kirby Muxloe Primary School

JOB DESCRIPTION

School: Kirby Muxloe Primary School

Job Title: Site Manager

Grade: 8

Post Number:

Responsible To: School Business Manager

Responsible For: Site, Grounds, Premise Staff

**Key Relationships/
Liaison with:** Headteacher, SLT, Staff, Students, Visitors and Contractors

Job Purpose:

1. To be responsible at the direction of the Headteacher/designated person for the management and the provision of high quality, cost-effective development maintenance, security and cleanliness of all school premises and grounds to ensure that students, staff and other users have a comfortable, clean, safe, well maintained environment in which to work or otherwise use the school and its facilities.
2. To undertake responsibility for the supervision of the site and the maintenance and security of the buildings.

MAIN DUTIES AND RESPONSIBILITIES:

1.
 - a) To undertake all aspects of the work of the Premises Officer/Site Manager, e.g. swimming pool maintenance, preparing for afterschool activities, locking/unlocking the premises, cleaning, minor repairs and maintenance, layout of the hall and other rooms, to ensure that lessons and other activities can take place without delay or disruption and that Health & Safety requirements are complied with.
 - b) To assist in the management and monitoring of a number of premises related budgets, making appropriate changes to planned work/developments in the light of ongoing expenditure to stay within budget.
 - c) To agree with the School Business Manager & Headteacher and thereafter implement a programme of ongoing maintenance and improvement/new work, identify the most appropriate resources, e.g. external contractors to achieve timescales and best value for the school.

- d) Undertake/oversee risk assessments relating to the school buildings, the school grounds and personal risk assessments such as pregnancy etc., to ensure that students, staff and other users have a healthy and safe workplace or facility to use.
- e) To develop and oversee effective security systems and procedures throughout the building and premises (including security checks when the school is closed) liaising as necessary with YMD Boon, Emergency Services and outside firms to maximum the security of the premises and its contents and to reduce likelihood of fire and opportunities for vandalism.
- f) To monitor the standard of work, attendance and conduct of staff supervised, identify training and development needs and ways of meeting these, ensure any concerns are dealt with appropriately and effectively, involving the School Business Manager where necessary, to encourage work of a high quality and to enable problems to be identified and resolved quickly.
- g) To ensure the continuous improvement in the quality of standards of service, the cleanliness of the premises and maintenance of buildings.
- h) Assisting the School Business Manager in the development of school lettings in times when the school is not open to pupils and to ensure procedures are in place for the secure opening and closure of required areas.

3. Line Management

- a) To undertake the management of the Assistant Premises Officer and cleaners.
- b) Performance management of Assistant Premises Officer and cleaning staff and ensure supervision meetings are held.

2. Administration

- a) Order materials and equipment required for use by the Cleaners team, in line with school ordering procedures. Monitor spending against appropriate budgets, drawing attention to the School Business Manager to potential overspends.
- b) To develop and maintain appropriate administrative and records systems for the Premises function to assist the Headteacher, SMT and the Governing Body.
- c) Complete appropriate records, e.g. heading/safety checks, order forms, swimming pool logs, risk assessments, fire drills and fire log book etc.
- d) Complete Premises Management Folder ensuring all document is up to date on a monthly/annual basis.
- e) Contribute to the review of school policies and procedures related to the Premises function as a member of the School Health and Safety Committee and by working with senior colleagues.
- f) Deal with day to day work related issues, relating to premises and cleaning staff, e.g. absence cover, quality/quantity of work, working methods/use of new equipment/materials, liaising with the School Business manager, as necessary.
- g) 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.

3. **Security of Premises and Contents**

- a) To be responsible for securing of premises by setting/unsetting of security alarms at the agreed time of day, locking/unlocking different areas of buildings and to check windows are closed.
- b) Carry out emergency security repairs where possible or contact the appropriate contractor.
- c) To ensure that fire alarms are checked in accordance with agreed schedules to ensure that the systems work in the event of fire, thereby reducing the risk of injury to students, staff and other users.
- d) Maintain duplicate sets of keys for all rooms and equipment.

4. **Buildings**

- a) Be responsible for the implementation of repairs, maintenance and cleaning programme agreed with the Senior Management Team and/or in accordance with the School Development Plan. Deploy premises and cleaning staff appropriately and/or liaise with contractors regarding work requirement. Ensure that work carried out by staff and contractors is completed to specified high standards, meets deadlines and complies with safe working practices.
- b) Oversee and undertake part of the daily cleaning of the school ensuring that the work is completed to a high standard and complies with safe working practice. Liaise with contractors as necessary.
- c) Deal with and participate in ad hoc requirements for repairs and maintenance work throughout the school. Deploy Contractors as appropriate.

5. **Grounds Care**

- a) Ensure grounds care work undertaken by contractors etc is completed to a specified standard and that safe working practices are adhered to. Liaise with contractors as necessary.
- b) Ensure grounds are kept in a clean and tidy condition.
- c) Overseeing and undertaking if necessary, clearing of paths, drains, gullies and car park.
- d) Oversee litter picking to ensure grounds are kept in a tidy condition.
- e) Ensure waste management is properly disposed of via external companies.
- f) Ensure Pest Control is in place and monitored regularly, monthly checks taken and annual service are completed.

6. **Swimming Pool**

- a) To ensure or undertake all prescribed checks of the swimming pool at least three time a day.
- b) To use and ensure the safe storage of chemicals in accordance with laid down instructions.
- c) To ensure the cleaning and tidying of the changing rooms, pool side, swimming pool and plant room, to ensure that the area is safe for users and in line with Health and Safety requirements.

7. **Electrical Installations**

- a) Replace bulbs/shades where accessible. Replace tube, starter, shade (not sealed units), where practicable.

- b) Replace, re-fuse or fit plugs (after training).
- c) Inspect electrical fittings and arrange for Contractor to deal with any defects.

8. **Heating Systems**

- a) To operate the heating and hot water plant.
- b) Ensure that recommended temperatures are maintained.
- c) To oversee energy conservation measures and to recommend strategies for improving performance to secure value for money.
- d) Carry out routine maintenance procedures for heating boilers, water pumps, and sump pumps. Ensure that proper safety precautions are observed in the boiler house. To know the location of main stop cocks and valves, and mains electricity breakers.
- e) To maintain adequate fuel levels and take delivery of fuel.

9. **Emergencies**

- a) Deal with, or arrange to be dealt with, all burst pipes, leaks, flooding, fires, and breakages as appropriate. Liaise with contractors as necessary.
- b) Liaise as necessary with Emergency Services including calling in Emergency Services as required.

10 **General**

- a) To arrange or undertake the movement of furniture and heavy teaching equipment as required in accordance with school timetables and ad hoc requests.
- b) Receive and transport to main store or deliver throughout the building **ALL** normal educational deliveries.
- c) Deal with accident spillages.
- d) Undertake any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with recognised Trade Unions.

11 **Training**

- a) In consultation with the School Business Manager identify and undertake appropriate training and development.
- b) Identify and, if appropriate, provide training required by cleaners.
- c) To deliver and train staff in fire safety and Health & Safety on induction and staff training days.

12 **Health and Safety**

- a) Contribute to the development of Health & Safety Policy in the school through membership of the school's Health & Safety Committee to ensure that the school complies with Health & Safety legislation (including COSHH) and associated Codes of Practice and acknowledged good practice.
- b) Ensure that the school's Health & Safety policy is complied with in as far as it relates to Premises Management and Premises/Contractors' staff, to ensure their safety and that of students, staff and other school users.
- c) To carry out duties placed on employees by Health & Safety legislation.

- d) To ensure that mechanical aid, steps and other care-taking equipment are in a safe condition.
- e) Report to Headteacher or designated person any unsafe furniture or structural defect, or any teaching apparatus where noticed to be defective.
- f) Attend Health & Safety Committee meetings.
- g) Work with YMD Boon and School Business Manager to update Health and Safety Policies.

SPECIAL FACTORS:

- Some Shift patterns may apply.
- The post is for 37 hours per week for 52 weeks per year.
- There are overtime opportunities to be shared with the Assistant Premises Officer.

Subject to the duration of the need, the special conditions given below apply :

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.