

SITE MANAGER – Lampton School

Job Title: Resident Site Manager/Caretaker
Grade: ££27,228 - £28,215
Reporting to: Headteacher/Operations Manager

Main purpose of the job

- To provide a caretaking service for the school, ensuring that the school premises are cleaned to the approved specification
- To take overall responsibility for the security and day-to-day maintenance of the school site.
- To provide active management of the site to ensure outstanding facilities at all times
- To ensure that the school provides a clean and secure environment for its staff, students and community users
- To ensure that parents/carers are arriving and leaving the school at the beginning and end of the school day safely
- Undertake maintenance and small building works as required

Main responsibilities and tasks

Security

1. To ensure that the site is left in a secure situation which includes locking/unlocking of school gates, internal and external doors and closing windows.
2. To respond to emergency call-outs and take action as appropriate.
3. To alert the Operations Manager and Headteacher to any risk to a breach of security.
4. To ensure alarm systems are kept in good order
5. To open and close the school site each day.
6. To patrol the site to check for hazards, damages and intruders.

Site Management Tasks

7. To develop and carry out a programme of daily/weekly/periodic inspections of the school buildings and environment; to coordinate programmes of planned maintenance to ensure that the school premises are fit for their purpose, to remedy any minor or intermediate defects and to liaise with the Operations Manager on any major building defects.
8. To be responsible for a regular schedule of inspections throughout the buildings, and action plans for modifications and improvements. Alerting the Operations Manager of any work that needs to be undertaken or any issues where health and safety is at risk. This includes lighting, ventilation, time keeping, fire- fighting equipment and heating systems
9. To carry tasks and repairs that require building/carpentry skills.
10. To carry out alterations and improvements around the school.
11. To make safe damaged or missing floor tiles, secure carpets or remove to make safe.
12. To ensure that playgrounds, paths and driveways are maintained satisfactorily, including the clearing of snow, gritting and salting of pathways and ensuring that paving slabs are in good condition.
13. To deal with the results of vandalism, advising the Operations Manager on any necessary preventative measures or repair work required.

14. To ensure that the heating and ventilation systems, fire alarm and air conditioning systems and any other facility systems are properly operated and are maintained to the correct standard, including automated systems and time clocks.
15. To remove graffiti from all areas, windows and other surfaces as required.
16. To clean floors and/or furnishings after any sickness has occurred during the Site Manager/Caretaker's active duty period.
17. To undertake works at the school, taking into account urgent need and health and safety issues.
18. To carry out routine checks on fire alarm systems and emergency lighting.
19. To ensure that regular monitoring for legionella and fire drills are undertaken and recorded in consultation with the SLT member responsible for H & Safety
20. To regularly inspect and record health and safety walks with the member of SLT responsible for H & Safety
21. To identify areas for improvement and carry out such maintenance work and repairs that do not require the employment of a contractor.
22. To ensure that the premises are kept free from pests and vermin
23. Supervision of external contractors on site
24. Setting up of exam venues in liaison with Exams Officer
25. Operating grounds maintenance equipment to include tractors, lawnmowers, strimmer, hedge cutters and other associated equipment that may be on occasional rental
27. Safe use of hand and power tools plus hired in equipment as required in assisting with the maintenance of the school site and buildings

Cleaning

30. To undertake cleaning tasks as required, for example toilets, polishing floors.
31. To oversee the standard of cleaning throughout the buildings, and liaise with contractors as necessary to maintain standards.
32. To ensure that stocks of cleaning materials, soap, paper towels etc. are maintained and replenished as necessary
33. To supervise the work of the cleaning team checking the quantity and quality of the work and bringing any problems to individual team members' attention when required
34. Ensure that all cleaning materials are stored and utilised in line with COSHH regulations.
35. Rodding and flushing of blocked drains, sinks and pipes as required

Lighting and Heating

36. To ensure that lighting is kept in good working order.
37. To order replacement lighting equipment as necessary.
38. To ensure that the school is adequately heated.
39. To control the level of heating and ventilating throughout the buildings as required by the school.

Porterage

40. To act as porter for deliveries, furniture removals, or any other lifting tasks required by the school and ensure that deliveries are dealt with promptly and items repositioned as required.
41. To arrange for the disposal of redundant furniture and equipment in accordance with agreed procedures.

Lettings

43. As part of the site team, to cover lettings for the school premises, including opening and locking up and general supervision to ensure that the premises are left in a clean and tidy condition at the end of the letting.
44. To ensure that the site and premises are optimised for income generation and community partnership use.
45. To ensure proper security and adherence to the health and safety policy at all events held outside of the school day, including meetings, open evenings, lettings and special events.
46. Preparation of assembly hall and sports areas for activities as required

Contractors

46. To act as the liaison between contractors and the School or external agencies as appropriate, regarding access to the site.
47. To act as liaison with contractors whilst they are on site, monitoring the progress of the work and ensuring that work is carried out to the required standard, as appropriate.
48. Liaise with contractors to ensure they are aware of the schools asbestos management plan and survey.

Minibus

49. Carry out maintenance checks on the vehicle(s) as required.
50. Undertake driving duties to cover school trips and activities

General Duties

52. To undertake a commitment to continuing opportunities for further professional development.
53. To carry out duties in accordance with the Health and Safety at Work Act, adopting safer working practices, in accordance with the safety policy.
54. To be aware of and comply with policies and procedures of the school including those relating to safeguarding and child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
55. To contribute to the review of the school policies and procedures as appropriate.
56. To attend relevant meetings and participate in training opportunities and performance development as required for the effective delivery of the role.
57. To undertake any other broadly analogous duties as may be required from time to time to ensure the smooth and efficient running of the school, including working flexibly to solve issues which may affect the running of the school if necessary beyond the shift.
58. To undertake, within reasonable parameters, other duties and responsibilities as required from time to time commensurate with the grade and seniority of the post
59. To support the School's values, vision and ethos and model these through day-to-day behaviour.

N.B. Succession planning is implemented within the school and therefore support posts may vary or rotate periodically and temporary redeployment to another post may be necessary, for example during restructuring or whilst vacancies are being filled.

Responsibility for resources

Responsible for the proper use and safekeeping of equipment, keys, passes, post, and other school property related to the role.

School Standards

Equal Opportunities

The school has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work. Lampton School is an Equal Opportunities employer. We welcome applications from all sections of the community, irrespective of religion, race, age, colour, gender, sexuality or disability.

Health and Safety

The school is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

Confidentiality, Data Protection

The school is committed to maintaining privacy of all its staff, pupils and stakeholders. It expects all staff to handle all individuals' personal information and confidential school information in a sensitive and professional manner, including at the point of disposal of data and data storage devices. This post deals with highly confidential and sensitive data and there are particularly rigorous expectations about confidentiality and data protection. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

All staff must comply with policies regulating the proper use of computers, email and the internet.

Safeguarding / Child Protection

*The school is committed to maintaining appropriate professional standards at work and safeguarding children. The school's named person for **Child Protection** is the **Headteacher**. It expects all staff to familiarise themselves with and adhere to the 'Code of Professional Conduct' and all safeguarding and child protection guidance, policies & procedures.*

The post holder is responsible for formally notifying the Headteacher directly of any changes to status and must, for safeguarding reasons and at the earliest possible time, disclose all new information about cautions, reprimands, final warnings, police enquiries, pending prosecutions, convictions, criminal charges or summonses subsequent to the last DBSB Enhanced disclosure.

Signature – Line manager and job holder

We have reviewed the contents of this job description to ensure understanding of what is required in this post.

Print Name..... Dated:.....
(Manager)

Signed..... Dated:.....
(Site Manager/Caretaker)

The duties of this post may change and develop over time. The Headteacher will review this document periodically with the post holder (normally annually in the week allocated for Performance Management or a separate planning week) and propose amendments for consideration by the Headteacher when necessary. Any changes need to be authorised by the Headteacher.

Person Specification: Resident Site Manager/Caretaker

	ESSENTIAL	DESIRABLE
Experience and Qualifications	<ul style="list-style-type: none"> • Experience of working within a premises/facilities management role • Level 2 Literacy and Numeracy skills • Experience of working in a multi-cultural context • Clean driving licence, including D1 category vehicles 	<ul style="list-style-type: none"> • Experience of working in construction/building • Relevant City and Guilds (or equivalent) trade qualification e.g. carpentry, plumbing, electrical or equivalent level of experience • NVQ in basic plumbing, electrics, painting & decorating • First Aid qualified • Appropriate training in relevant areas e.g. asbestos management, manual handling, risk assessments and legionella
Knowledge & Skills	<ul style="list-style-type: none"> • Ability to undertake handyman or DIY duties of a general building and maintenance nature, including the use of associated hand and power tools • Ability to complete and maintain associated paperwork • Awareness of COSHH regulations and ability to apply knowledge gained • Awareness of health and safety and hygiene processes and precautions • Ability to work at heights and be able use ladders safely with appropriate training • Knowledge and experience of safe moving and handling procedures • Highly organised and good attention to detail • Confidence to hold firm with customers and contractors • Ability to communicate effectively with staff, pupils and community users • Ability to solve problems • Ability to manage time efficiently and prioritise work • Ability to work independently and with others • Excellent interpersonal skills with adults and children • Good ICT and administration skills (e.g. word processing) and a willingness to learn more. • Ability to meet deadlines • Ability to use initiative 	<ul style="list-style-type: none"> • Clean driving licence, including D1 category vehicles • Experience of operating construction and grounds maintenance equipment such as tractors, mowers, strimmer, dumpers, diggers • Able to undertake maintenance of plant and machinery during operation of such equipment • Experience of working on construction projects as part of a team • Familiar with H&S procedures as used in the construction industry • Ability to operate cherry pickers and scissors lifts and erect scaffolding and any access height equipment to reduce the use of ladders
Equal Opportunities	<ul style="list-style-type: none"> • An understanding of and commitment to Equality of Opportunity for all • Sympathy with the aims and objectives of comprehensive & community education 	
Values & Disposition	<ul style="list-style-type: none"> • Able to work in a confidential & discrete manner • Ability to respond calmly to emergencies • Able to be calm and supportive • Have a positive attitude to work and colleagues • Assertive and confident • An effective team worker • Have an excellent attendance and punctuality record • Be demonstrably reliable and trustworthy • Be flexible and adaptable to changes in working practices and provision 	
Professional Development	<ul style="list-style-type: none"> • Evidence of personal development, training and qualifications • Willingness to take part in all relevant training and a commitment to one's own professional development • The calibre to become an outstanding member of staff • The ability to plan support and/or training for others • The capacity and enthusiasm to learn and continuously improve 	
Other	<p>An excellent track record demonstrating:</p> <ul style="list-style-type: none"> • Success in what you have done • A spotless track record, free from attendance, capability, disciplinary or grievance issues or warnings. 	