****

**Site Manager/Caretaker**

**Job Description**

|  |  |
| --- | --- |
| **Pay Scale/Grade:** | Essex Pay Range Band 3 (£17,772 - £22,658) |
| **Reports to:** | School Business Manager |
| **Responsible for:** | Cleaning Staff |
| **Liaison with:** | Teaching Staff, Support Staff, Headteacher, Senior Leadership Team, Pupils, Stakeholders |

1. **JOB OUTLINE**

**1 a) PURPOSE OF ROLE**

To be responsible for the security of the premises and related Health and Safety, maintenance and cleaning within the academy and providing an appropriate environment for students to work and learn.

**1 b) RESPONSIBILITIES**

* Be responsible for ensuring the security of academy buildings, site and resources.
* Act as a designated key holder, providing out of hours and emergency access to the school site
* Arrange to carry out first line repairs and maintenance which are not beyond the competence of the staff concerned: -
* plumbing work – e.g. repairing a leaking pipe, simple installation work, such as plumbing in a new tap, or replacing washer etc.;
* redecoration as appropriate;
* plastering work such as repairing cracked or broken plaster, making good damaged walls, for example, following the removal of say, shelving or similar fittings;
* fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc.;
* Glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external. N.B. Specialist contractors would be used for repairs to large windowpanes or double-glazed units or windows at a high level.
* Arrange for general maintenance within specialist areas such as heating, lighting and plumbing to ensure safe and effective operation
* Responsible for regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment
* Responsible for regular maintenance checks and follow-up actions
* Manage the academy’s maintenance requirements to support a regular and cost effective maintenance programme
* Responsible for contractors whilst on site and ensure work is completed to the required standard, coordinating projects where appropriate.
* Purchase premises related equipment and supplies within agreed budget
* Responsible for the regular checking and operation of systems such as heating, cooling, lighting and security (including CCTV and alarms)
* Arrange tenders and quotes and manage the appointment of external contractors
* Supervise other premises staff.
* Undertake risk assessments, ensure compliance within the school with all health and safety responsibilities for example COSHH, ladder, asbestos, legionella and asset register.
* Liaise with other school staff/departments on premises issues.
* Lead H&S induction training for all new staff.
* Responsibility for the coordination of lettings and seeking opportunities to maximize bookings.
* Monitoring utility usage and tracking action to reduce expenditure where appropriate.
* Act as H&S Officer and complete termly H&S checklist inspections
* Report H&S matters to SLT and Governors

1. **ORGANISATION CHART**

School Business Manager

Site Manager

Premises staff (e.g. Cleaners, contractors, specialists)

**3. SUPERVISION**

The post holder will work largely on his/her initiative subject to the general and specific direction of the School Business Manager and will directly supervise the work of the cleaning staff or monitor the work of contract cleaning staff (as appropriate).

**4. JOB CONTEXT**

The post holder will spend an appropriate amount of time on cleaning duties as necessary to ensure the smooth running of the school. The remainder of the time will be spent on other premises duties as required. The balance of work will be reviewed from time to time according to the changing needs of the academy.

**5. CONTACTS**

* Headteacher
* School Business Manager
* Teaching and support staff
* Parents and pupils
* Visitors especially contractors on site
* Cleaning staff or contract cleaning supervisor (as appropriate)

**6. KNOWLEDGE, EXPERIENCE AND TRAINING**

* Experience of working in school or similar environment
* Flexibility and sensitivity to the needs of a wide range of users of the school
* Knowledge of efficient cleaning methods and material is desirable
* Evidence of success in completing handyperson or DIY tasks (paid or unpaid)
* Awareness of the requirements of health and safety legislation and good practice relevant to the duties of the post.

**7. PROBLEMS AND DECISIONS**

* Advising the School Business Manager of faults to the buildings, fixtures and fittings which require specialist attention and being proactive to find solutions
* Monitoring and ordering an adequate stock of appropriate materials and equipment.
* Appointing (in conjunction with the School Business Manager) and supervising cleaning staff (if appropriate)
* Liaising with contractors on site to ensure minimum disruption to the work of the academy.

**8. PHYSICAL EFFORT**

Moving and carrying furniture and other equipment e.g. desks, tables chairs, DIY equipment such as ladders, carrying some deliveries to the school to wherever they are to be stored.

**9. WORKING ENVIRONMENT**

Some of the work may need to be done out of doors such as repairs, and security checks in wet weather.

**10. ADDITIONAL INFORMATION**

The school premises may be used during evenings and weekends for school activities and by outside hirers. The post holder will be expected by mutual agreement with the School Business Manager to attend during lettings for which additional payments will be made in accordance with agreed academy rates.

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.

**11. JOB ENTITLEMENTS**

* Access to training and staff development according to personal development needs and the needs of the school
* Annual Performance Appraisal and reviews

**12. ADDITIONAL INFORMATION**

The jobholder is required to contribute to and support the overall aims and ethos of the school.

All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

**13. REVIEW OF DUTIES**

The specific duties attached to any member of staff are subject to annual review and may, after discussion, be changed. The post-holder is expected to perform reasonable duties requested by the Headteacher from time to time, commensurate with experience, role and salary.

Signed colleague …………………………………………………. Date ……………………………..

Signed Headteacher ………………………………………………………….. Date …………………………….