# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Site Manager

# School: St Peter and St Paul CE Primary School

# Grade: [East Sussex Single Status 5](https://www.eastsussex.gov.uk/jobs/benefits/east-sussex-single-status)

# Responsible to: Headteacher or Business Manager

# Responsible for: Day to day security, maintenance, cleanliness and safety of school site

# Purpose of the Role:

To provide an effective caretaking service, to supervise the Assistant Caretaker and cleaning staff, to ensure high standards of caretaking and cleaning. To provide a building maintenance service and to inspect and record standards of cleaning in the buildings and grounds.

# Key tasks:

1. Inspect, monitor and record building cleaning standards and cleaners’/contractors’ performance in accordance with the County Building Cleaning specification.
2. Be responsible for ensuring the routine and emergency opening and closing of school premises and grounds. Where possible, ensure access in the event of snow, flooding or other emergency situations.
3. Carry out security procedures for school buildings and grounds in accordance with East Sussex County Council policy.
4. As directed by School Business Manager or Head Teacher, contact and facilitate access to the appropriate services in the event of the following emergencies: fire; flood; break-in; vandalism; accident.
5. Carry out necessary duties where alarm systems are installed.
6. Assist with enquiries from officers and employees of the LA, workmen and contractors, and report their presence to the School Business Manager. Direct workmen and contractors to the site of repair and maintenance work. Inspect, monitor and record work performance.
7. Take suitable measures to ensure the protection of the school.
8. To carry out regular Health and Safety inspections and report to School Business Manager/Head Teacher.
9. Update and maintain COSHH risk assessments.
10. Carry out routine water temperature tests around school – to conform with Legionella Risk Assessment requirements.
11. Notify the School Business Manager of the necessity for any repairs or maintenance.
12. Carry out specialist building maintenance work, including programmes of renewal/redecoration, with strict adherence to Health and Safety regulations including:
* Carpentry – repairs to doors, windows, broken keys in locks, door closure adjustment, repairs to drawers and furniture. Repair of fences as required.
* Glazing – temporary repairs, making safe.
* Plastering and Concrete – repairing patches, floors and steps; repointing where required.
* Plumbing – frozen pipes, fitting stop taps, simple plumbing eg new taps, toilet handles etc.
1. To read meters and record as required, including assistance with energy conservation procedures.
2. Supervise the Assistant Caretaker to ensure all outside hard areas are cleaned three times per week, e.g. playground, paths and entrances; all litter is collected daily; outside bins are regularly emptied and conveyed to nominated collection or disposal point;
3. Clean all gullies and drains at surface level.
4. Operate heating and hot water supply plant in accordance with County Instructions and carry out frost precaution procedures.
5. Take out of use caretaking and cleaning equipment known to be faulty and report the need for repair to the School Business Manager.
6. Ensure all internal refuse is collected from within the school and conveyed to nominated collection point for incineration or collection by refuse contractor.
7. Accept deliveries of stores, materials and other goods and convey to appropriate storage areas.
8. Maintain adequate supplies of caretaking requirements and cleaning materials and keep records. Raise new orders as required for School Business Manager approval and action.
9. Move furniture and equipment as required.
10. Carry out cleaning in specified areas as allocated by the school, including emergency cleaning as required i.e. as a result of an accident, sickness, vandalism. May be required to clean critical areas e.g. toilets.
11. During school closure periods undertake floor treatment work i.e. preparation, application of polishes and seals and carpet shampooing, based on consultations between caretakers/nominated officers and Area Supervisor. Inspect and maintain certain school equipment, effect minor repairs and report defects.
12. Ensure consumables i.e soap, towels, toilet paper etc are replenished as required throughout the school.
13. Supervise, direct and train Assistant Caretaker and cleaners.
14. Replace light source. Clean accessible light fittings, shades and diffusers and replace where necessary and where fittings are 3.5 metres or less from ground level.
15. Ensure that all medical, and sanitary waste bins are maintained and facilitate access is for collection by specialist waste company.

# PERSON SPECIFICATION

# Essential education and qualifications

* Relevant qualifications and/or experience in specialist building maintenance work in one or more areas e.g. carpentry, plastering, glazing plumbing etc.

# Essential key skills, abilities, knowledge, experience, values and behaviours

* Ability to undertake a range of caretaking and cleaning duties
* Ability to identify work priorities and manage own workload, whilst ensuring that lower priority work is kept up to date
* Ability to act on own initiative, dealing with any unexpected problems that arise
* Ability to demonstrate good inter-personal skills to communicate with a range of people
* Ability to provide high quality supervision, training and support to Assistant Caretaker and cleaning staff
* Ability to direct, inspect and record the work of others
* Ability to work effectively and supportively as a member of the school team
* Ability to demonstrate commitment to Equal Opportunities
* An understanding of the main Health & Safety Regulations, including COSHH and risk assessment, and how they apply in a school environment
* A sound knowledge of the building cleaning standards contained in the County Building Cleaning specification
* A knowledge of procedures associated with the supervision and training of other employees
* Experience of carrying out specialist building maintenance work, within the reasonable capacity of a normal handyperson
* Experience of keeping work records
* Willingness to participate in further training and development opportunities offered by the school and county, to further knowledge
* Willingness to maintain confidentiality on all school matters

**Document version control:**

Date created/amended: September 2022

Name of person created/amended document: VWH

Job Evaluation Reference: 12863

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | Yes |
| Occupational Driving | No |
| Lone Working | Yes |
| Working at height | Yes |
| Shift / night work | No |
| Working with hazardous substances | Yes |
| Using power tools | Yes |
| Exposure to noise and /or vibration | Yes |
| Food handling | No |
| Exposure to blood /body fluids | No |