


<b>Job Description</b>			
<b>Title: Site Manager</b> <b>Grade 3</b> <b>SCP 5-7</b>	<b>School:</b> Abbey Gates Primary School		
<b>Job Purpose</b> To undertake a range of caretaking duties to the agreed quality standards, including security, cleaning, portering and maintenance of school site and premises thereby ensuring a safe working environment			
<b>Key Responsibilities</b> <ol style="list-style-type: none"><li>1. Responsibility for being a key holder</li><li>2. Ensuring security of the premises together with its contents. Boarding up and making the buildings secure following acts of vandalism</li><li>3. Attending to the heating of the premises and ensuring that the required temperatures are maintained. Ensure that the boiler plant equipment, heater cabinets, are cleaned and maintained and faults reported</li><li>4. Liaison and supervision of contractors on site</li><li>5. Giving adequate supervision and directive advice to cleaning staff where applicable. Maintaining the required records of timesheets, attendance records etc</li><li>6. To assist, when necessary, officers of the school in dealing with matters concerning building maintenance and general site matters</li><li>7. Cleaning of designated areas in the establishment including overhead kitchen canopies, removing graffiti from internal &amp; external surfaces</li><li>8. Carrying out portering duties as and when required</li><li>9. Ensure that all exterior hard surfaces are kept clean, including emptying litter baskets, cleaning of drains &amp; gulleys, salting and de-icing of hard surface areas during the winter months and moving of snow to ensure access to the premises</li><li>10. To be available and attend to the requirements of any hirers of the premises for the purpose of evening and weekend lettings</li><li>11. In cases of emergency outside the working week e.g. intruders, fire, floods, etc be required to attend for such as required.</li><li>12. Monitoring and recording the condition of Asbestos</li><li>13. Any other 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 normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions</li><li>14. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures</li></ol>			

Grade 3 – Site Manager

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15. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
16. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

