


Job Description		
Title SITE MANAGER/ HEAD CARETAKER Grade 4 scp 8 – 14	School: St Edmunds CE Primary and Nursery School	Post Ref Profile Premises 6
Job Purpose To undertake a range of caretaking duties to the agreed quality standards, including security, cleaning, portorage and maintenance of school sites and premises thereby ensuring a safe working environment		
Key Responsibilities <div><div>1.</div><div>Monitor and operate within the school maintenance budget as allocated by the governing body of the school; to support and advise the responsible person setting the maintenance budget and maintenance plan</div></div> <div><div>2.</div><div>Assist with the determination of medium & long term strategies for building maintenance</div></div> <div><div>3.</div><div>Administration of building related matters of maintenance, repair, servicing, etc</div></div> <div><div>4.</div><div>Effective supervision and directive advice to the NCC cleaning staff & caretaking staff, to maintain records of timesheets, attendance records, etc as required</div></div> <div><div>5.</div><div>Liaison with contractors, obtaining quotations and supervision of contractors on site, ensuring compliance with H&S regulations and quality control of the work carried out</div></div> <div><div>6.</div><div>Undertake regular inspections of the site, buildings and plant, recording necessary repairs, obtaining estimates and contacting contractors</div></div> <div><div>7.</div><div>Record all deliveries and maintain the required information in the log books/stock cards, ensure adequate supplies are maintained to meet the needs of the establishment and the cleaning staff</div></div> <div><div>8.</div><div>Support the review and implementation of H&S policies and procedures within the establishment</div></div> <div><div>9.</div><div>Determine both medium and long term strategies for the building maintenance and direct responsibility for the day to day maintenance of the buildings</div></div>		
Generic Responsibilities <div><div>10.</div><div>Ensuring security of the premises together with its contents. Attending to the intruder alarms where applicable. Boarding up and making the buildings secure following acts of vandalism. Key holder responsibility</div></div> <div><div>11.</div><div>Attending to the heating & lighting of the premises and ensuring that the required temperatures are maintained.</div></div> <div><div>12.</div><div>Ensure that the boiler plant equipment, heater cabinets, are cleaned and maintained and faults reported</div></div> <div><div>13.</div><div>Attend to the heating of the premises at weekends during the approved winter period when necessary and required</div></div>		



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14. Cleaning of designated areas in the establishment (and maintenance of high standards in these areas) including overhead kitchen canopies, removing graffiti from internal & external surfaces
15. Carry out maintenance/repair/renovation work as required, this may include sourcing appropriate external contractors
16. Handy person duties, such as painting, minor repairs and other such tasks as determined by the headteacher and SLT
17. Ensure that all exterior hard surfaces including artificial/turfed areas are kept clean, including emptying litter baskets, cleaning of drains & gulleys, salting and de-icing of hard surface areas during the winter months and moving of snow to ensure access to the premises
18. Carrying out portage duties as and when required
19. Available and attend to the requirements of the hirers of the premises for the purpose of evening and weekend lettings
20. In cases of emergency outside the working week e.g. intruders, fire, floods, etc., to attend for such as required
21. 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
22. 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
23. 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
24. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

Person Specification

Education and Knowledge

Good literacy and numeracy skills gained from general education together with some experience of similar duties supplemented by relevant training is necessary to undertake the full range of procedures for maintenance and repair of premises and sites, security and heating, health & safety, COSHH regulations, legionella, asbestos, supervision of cleaning staff, supervision of contractors

Experience

Personal skills and general competencies

Factor		Factor Definition and Relevant Job Information
1	Knowledge	Good literacy and numeracy skills gained from general education together with some experience of similar duties supplemented by relevant training is necessary to undertake the full range of procedures for maintenance and repair of premises and sites, security and heating, health & safety, COSHH regulations, legionella, asbestos, supervision of cleaning staff, supervision of contractors.
2	Mental Skills	Some analysis and interpretation required when determining the most appropriate action from a range of alternative options. Elements of creativity and/or forward thinking are fundamental to the post's activities e.g. assess and analyse need of contractors, on site management on a day to day basis, organise and monitor repairs/refurbishment work.
3	Interpersonal/ Communication Skills	Required to communicate with colleagues or teaching staff & pupils/members of the public with regard to their own duties e.g. liaise with contractors, suppliers, utility companies and the emergency services to facilitate access for routine maintenance and repair and provision of lettings information. Explain technical issues to other maintenance staff e.g. participation in informal site meetings (pre-build, refurbishments & repair).
4	Physical Skills	Use of powered equipment and associated tools e.g. drills, saws, buffing machines, vacuum cleaners, jet washes.
5	Initiative & Independence	Works within established routines and practices, uses discretion to respond to changed priorities or unplanned circumstances and user or contractor expectations. Supervisory support is usually available for unusual or difficult situations and problems including those that fall outside the job holder's remit e.g. advises on arrangements for external lettings and alternative arrangements when repairs/maintenance under way, quality controls work of contractors, acts of vandalism, break down of heating & electrical system, flooding, site emergency closures.
6	Physical Demands	Walking, bending, stretching, lifting, moving and handling furniture and equipment form a significant part of the job. Working in constrained areas will also be occasionally required.
7	Mental Demands	Sensory concentration applied working within a school environment using powered equipment and awareness of challenging behaviour/actions of pupils and some work related pressure from interruptions to planned work e.g. Monitoring & providing recommendations concerning the schools maintenance budget, recording repairs and deliveries, dealing with site emergencies (broken window, blood spillage, deliveries, preparation of rooms, etc).

8	Emotional Demands	Duties are unlikely to require the job holder to deal with individuals whose circumstances may leave the job holder feeling upset, aggrieved, or angry e.g. dealing with those who have physical or mental impairments, or are suffering from serious illness (people related behaviour, including any form of verbal abuse and aggression from people is covered under the Working Conditions factor).
9	Responsibility for People	Providing a safe, maintained and secure environment for staff, pupils & members of the public. To advise external users, visitors & contractors on premises of health and safety issues.
10	Responsibility for Supervision	Provide adequate day to day supervision and directive advice to the cleaning & caretaking staff where applicable. Supervising and overseeing external contractors while on site.
11	Responsibility for Financial Resources	Monitoring income or expenditure against budget, which may involve large sums of monies and actively reporting to the budget holder variances to enable informed action to be taken.
12	Responsibility for Physical Resources	Responsible for the security and safekeeping of allocated buildings, site facilities, furniture, materials, equipment and site services. Use and basic maintenance of powered equipment and reporting of damage, faults or concerns, key holder responsibility which may be shared with other staff e.g. ,testing of fire alarm and sprinkler system, legionella testing, maintenance of swimming pool/hydrotherapy pool.
13	Working Conditions	The post will involve some exposure to disagreeable conditions e.g. unblocking drains, gulleys and toilets, bodily fluids (vomit, blood), picking up litter and may require the job holder to deal with angry, upset, aggressive or abusive pupils and parents/carers who may contact the school on the phone or in person, which exposes the job holder to some unpleasantness and discomfort.