


Job Description			
Title SITE MANAGER/ HEAD CARETAKER Grade 4 scp 19 - 23	School: Priory Junior School	Post Ref Site Manager Jan21	
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 <ol style="list-style-type: none">1. 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 plan2. Assist with the determination of medium & long term strategies for building maintenance3. Administration of building related matters of maintenance, repair, servicing, etc4. Effective supervision and directive advice to the NCC cleaning staff & caretaking staff, to maintain records of timesheets, attendance records, etc as required5. Liaison with contractors, obtaining quotations and supervision of contractors on site, ensuring compliance with H&S regulations and quality control of the work carried out6. Undertake regular inspections of the site, buildings and plant, recording necessary repairs, obtaining estimates and contacting contractors7. 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 staff8. Support the review and implementation of H&S policies and procedures within the establishment			
Generic Responsibilities <ol style="list-style-type: none">9. 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 responsibility10. Attending to the heating & lighting of the premises and ensuring that the required temperatures are maintained.11. Ensure that the boiler plant equipment, heater cabinets, are cleaned and maintained and faults reported12. Attend to the heating of the premises at weekends during the approved winter period when necessary and required			

13. 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
14. 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
15. Carrying out portage duties as and when required
16. Available and attend to the requirements of the hirers of the premises for the purpose of evening and weekend lettings
17. In cases of emergency outside the working week e.g. intruders, fire, floods, etc., to attend for such as required
18. 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
19. 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
20. 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
21. 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

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