

Drake and Morice Town Primary Academies Site Manager Job Description

**Name:**

**Responsible to:** The Office Managerand Executive Headteacher / Head of Schools

**Responsible for:**

Providing a warm, safe, clean and secure environment in which children and staff can work effectively.

**Main purpose of job:**

To be responsible for all aspects of site management of both schools including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes security, cleanliness, porterage, monitoring contracts/contractors, routine maintenance and refurbishment, minor repairs, advising the Office Manager/Headteacher on suggested improvements to the general school environment, to improve the productivity of site management and to carry out pre-planned maintenance. Oversee the work of the part time caretaker.

**Duties and Responsibilities:**

* To ensure that the management and maintenance of the school buildings and environment are effectively undertaken
* To be responsible for the health & safety of the site
* To undertake repairs and DIY projects
* To create and maintain an effective premises team ensuring that the changing needs of the
* school are met through training and development of the premises staff
* To delegate tasks as appropriate to other site staff or outside contractors, ensuring Health &

Safety regulations are strictly adhered to

* To monitor the performance of the cleaning contractor and liaise with the area manager to ensure a clean, tidy and well maintained school environment
* Carry out key holder duties and respond to emergency call-outs
* Carry out the statutory safety checks as detailed in the Estates Management program and upload to Every, acting on any findings
* Engage in training required by the post, asbestos awareness, legionella, PAT etc
* Clear litter daily to ensure compliance with the Environmental Protection Act
* Carry out grounds maintenance tasks to include; clearing leaves and litter; maintaining hard paved areas; treating pathways, steps etc. with salt, sand and grit
* Maintain flower/shrub beds and carry out remedial cutting
* Paint and decorate as required to maintain the fabric of the school both internally and externally
* Maintain and repair glazing, maintain and repair vinyl and ceramic floor and wall tiling, minor plastering i.e. patching walls
* Undertake letting duties ensuring the agreed user requirements are met
* Work alongside and supervise the work of external contractors
* Undertake any other duties appropriate to the grade of the post

Responsible for your own health and safety, that of your colleagues and members of the public who may be affected by your work activities. Undertake other duties appropriate to the grading of the post as required by the head teacher.

**Training:**

* Attend relevant safeguarding and first aid training as required.
* Undertake other training relevant to the role as required.

**Employee Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Headteacher Signed: ­­­­­­­­­­­­­­­­­­­­­­­­­­**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_