

Job Title:	School Site Manager	
Grade:	Scale 5	
Workplace:	St Marys C E Primary School	
Responsible to:	Headteacher or nominated person	
Responsible for	Cleaners	
Hours:	35	Term Time Only plus 6 extra weeks during school holidays

Purpose of Job:

To be responsible for the security, maintenance and cleanliness of the school site, providing a safe, secure and healthy learning environment.

Main Duties

Security

1. To be responsible for the issuing, collection and safekeeping of all internal keys and for the replacement of any lost keys and arranging for the changing of locks as necessary.

At the end of the day: -

2. To lock all external doors/gates that form part of the school site (including any annexes which may be off site and demountable buildings). To lock such internal doors as required by the headteacher in accordance with recommended practice.
3. To ensure that windows are closed and secured and ensure that lights, taps, etc., are switched off.
4. To ensure that any equipment/valuables left in classrooms are locked in the classroom or secure store.
5. To ensure that the buildings are empty and that pupils and staff have left the school site before securing the building/grounds and setting burglar alarms.

At the beginning of the day: -

6. To unlock all internal and external doors/gates that form part of the school site (including any annexes which may be off site and demountable buildings).

7. To distribute internal door keys to cleaners and ensure that all internal doors are locked after they are cleaned.
8. To switch off burglar alarms, check premises for break-ins and when necessary take appropriate action in accordance with school policy, including attending on the school site out of normal working hours when required.

Cleaning

9. To be responsible for monitoring stocks of cleaning materials and equipment for the caretakers allocated areas, ensuring safe storage at all times.
10. During school sessions, to check toilets and clean as necessary, including in emergencies.
11. To ensure that the school premises are cleaned to a satisfactory standard specified by the Authority, bringing to the attention of the headteacher or Authority any incidental unsatisfactory standards of cleanliness.
12. To clean on a daily basis, the caretaker's designated areas of the school site.
13. To ensure that the school grounds are cleaned/maintained to a satisfactory standard as specified by the Authority. To sweep playgrounds, keeping drainage free from debris, including fallen leaves, pick up litter, empty litter bins.
14. Where safe to do so, move refuse/containers to allow for collection and to allow for refuse collection vehicles.
15. To keep external sandpits in a clean and safe condition and, where supplied, to fit covers at the end of the school day.
16. During snowy conditions, to clear and salt/grit paths to main entrances, playgrounds, paths, steps, car parks and driveways. To keep internal entrances clean including mopping salt/grit from path clearance during snowy or inclement weather.
17. To ensure that all hard surface areas are free from weeds.
18. After training, to clean carpet areas not forming part of the **CCT Cleaning** Contract using an industrial cleaning machine.
19. During normal working hours, mop up body spillages as necessary in all areas of the school in accordance with Council Infection Control procedures.

20. To dust walls and clean light fittings to a height of 11 ft.
21. To carry out emergency cleaning in all areas of the school site following storms, floods or break-ins.
22. To plan and liaise with contractor(s) to ensure that a major cleaning programme of designated areas during School closures is completed.

Supervision of staff

23. To direct assistant caretaker(s) in the execution of their duties. To allocate cleaning work areas to assistant caretaker with the assistance of the Caretaking Services Officer if required, ensuring that high standards of cleanliness are maintained.
24. To monitor assistant caretakers attendance and during absences to undertake or reallocate additional cleaning work.
25. To undertake induction training of assistant caretaker(s) including cleaning procedures and use of materials and cleaning equipment. To instruct and undertake further training as required e.g. introduction of new cleaning methods/equipment/materials, Health & Safety at Work, Council Policy and Procedures.
26. To be responsible for receipt and distribution of assistant caretakers wages and to liaise with the headteacher or school staffing officer on assistant caretaker's behalf with regard to pay queries.
27. To monitor timekeeping and job performance of assistant caretaker(s) and to deal with problems in line with the Council/Governors disciplinary procedures. To monitor new assistant caretakers during probationary period and complete reports/references as required. To advise on other "personal issues" and to recommend any further action.
28. To instruct relief caretakers where possible on procedures of the school, and to maintain information sheets/advice booklet.

Contact with members of the public/pupils/contractors

29. To direct Contractors to appropriate parts of the School. For fire extinguisher inspection to direct Officer to positions of fire extinguishers in School.
30. To welcome and direct visitors to appropriate parts of the School, playing an active role in ensuring the school is a welcoming place for all parents/carers.
31. To take messages from parents/teachers at the beginning/end of the school day and pass to appropriate personnel. During school holidays to relay messages of school closure periods.

32. To assist in ensuring that all persons on site have a legitimate right to be there, taking necessary action to prevent or exclude trespassers/intruders. To take appropriate action according to the circumstances (e.g. ask to leave, advise headteacher or education offices, or call the police).
33. To check on work carried out by window cleaning contractors and to sign satisfaction sheets.

Other caretaker duties

34. To ensure the heating system in the School operates: -
 - a. switch plant to holiday period setting as required;
 - b. reset lock out switches when necessary;
 - c. to check regularly that boilers are operating properly;
 - d. to check fuel levels, switch over pumps and periodically lubricate pumps where appropriate.
35. To bring in calor gas heaters (in severe weather conditions) to maintain levels of heating and to deal with such heaters in accordance with guidance issued by the Council.
36. During normal working hours, to receive and sign for deliveries at the School checking number of packages and carrying to recipient or to other store areas. To receive deliveries of fuel oil and to ensure that oil levels in tanker are checked before and after delivery.
37. To transport packages and containers, furniture and equipment throughout the school site and to take delivery of internal and external post as required, handing to nominated members of staff.
38. To set out and prepare rooms and halls as necessary for parents' meetings, staff meetings, examinations and other school activities, moving desks and chairs as required.
39. To remove graffiti from interior and exterior surfaces wherever possible. Where removal is not possible to report to appropriate Council Department or headteacher.
40. Responsibilities during a fire or other emergency:
 - open main gates to allow access for emergency vehicles;
 - liaise with emergency services (e.g. location of main switches, stop cocks, and any chemicals on site)
 - replace broken glass in alarms (after fire drill or false alarms).

41. To undertake work outside the Minor Maintenance Scheme which can be regarded as 'minor work to do with the taking care of the premises' for example: -

To make secure broken doors; boarding up broken windows; oiling bolts on external doors; clearing blocked sinks with plungers; clearing plastic waste pipes; clearing blocked drain covers; replacing existing toilet chains; repairing or refixing chalk boards or notice boards; minor redecoration work (not requiring specialist expertise, e.g. touching up paintwork after changing broken locks); replace or refix broken or missing wall tiles; remove or refix damaged or hazardous floor tiles/surfaces.

42. To ensure school clocks are correct particularly after changes to British Summertime and replace batteries as required.
43. To replace light bulbs/tubes as necessary to a height of 11ft.
44. To ensure that all rain water gutters, down pipes (and gullies on low level roofs) are free from any blockages.
45. To test fire alarm systems from a different call point on a monthly basis, keeping records accordingly.
46. To be responsible for ensuring that any site and building maintenance defects are drawn to the attention of the Authority's Building Surveyors and the headteacher and, where possible, reducing to a minimum any danger to building users. To keep headteachers informed of action taken in this connection, particularly where work is likely to disrupt the premises.
47. To liaise with local firms, builders, etc. for work to be carried out using school budget/expenditure.
48. To report emergencies to the headteacher, contractor or borough surveyors emergency service when warranted to ensure immediate action, keeping records and following up to ensure work is completed satisfactorily. To notify property and contracts of any deficiencies in the system and of any problems regarding structural repairs.
49. To maintain appropriate relationships with pupils at all times, and to be prepared to answer questions sensitively from pupils about the work of caretakers in order to play an active role in the school community and ethos.
50. To undertake such other duties appertaining to the use of the premises as may be necessary from time to time in accordance with established local practice or with the reasonable requirements of the Authority.

Duties in relation to school lettings

51. To undertake regular lettings during evenings and weekends as required by the headteacher/governing body.
52. To meet prospective hirers and show them round the school.
53. To ensure hirers comply with regulations in respect of lettings.
54. To ensure classrooms/halls etc., are set out in accordance with hirers requirements.
55. To exercise general supervision throughout the period of the lettings paying particular attention to health and safety and security of the building.