

Perivale Primary School

Premises/ Site Manager Job Description

Job title:	Premises / Site Manager	Ealing GLPC Grade:	Scale 7
Line manager:	Headteacher or School Business Manager (SBM)		
Supervisory responsibility:	Relief caretaker and a cleaning contract cleaners		
Hours:	35 Hours per week (times to be negotiated) Overtime by arrangement		

Main purposes of the job

- To be responsible for all aspects of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes security, cleanliness, portorage, monitoring contracts/contractors, routine maintenance and refurbishment, minor repairs.
 - To line manage and performance manage premises staff, organising cover if necessary
 - To be responsible for advising the SBM/Headteacher on suggested improvements to the general school environment, to improve the productivity of site management and to carry out pre-planned maintenance programmes.
 - To be responsible for the health & safety on the site
 - To be responsible for promoting and safeguarding the welfare of children and young people within the school
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Main responsibilities and tasks

Premises Management

1. To ensure that the management and maintenance of the school buildings and environment are effectively undertaken
2. In conjunction with the SBM/Headteacher to monitor the day to day maintenance and repair budget and the cleaning materials budget
3. To advise on a rolling programme of redecoration/refurbishment
4. To order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes, ensuring best value for money is received
5. To assist the SBM/Headteacher to prepare documentation for tenders or specifications of small to medium projects
6. To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate electronic and manual records
7. To monitor work requests on the premises ensuring that day to day maintenance tasks and requests for minor works are undertaken as expediently as possible and actions recorded in a timely manner
8. To ensure that the premises runs efficiently and effectively so that the site is maintained to a high standard
9. To create and maintain the premises ensuring that the changing needs of the school are met through training and development of staff
10. To ensure that lettings and out of hours work are managed effectively and appropriately.

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Repair and Maintenance

11. To undertake repairs and DIY projects within the job's remit as required
12. To be responsible for a regular schedule of inspections throughout the buildings, and action plans for modifications and improvements. Alerting the SBM/Head teacher to any work that needs to be undertaken or any issues where health and safety is at risk. This includes lighting, ventilation, time keeping, fire-fighting equipment and heating systems.
13. Ensure the regular checking by outside contractors of those system that require such checks: electrical testing, alarms, heating systems, fire services, security alarms, gymnastics equipment and photo-copying equipment.
14. Record all repairs and keep a maintenance log of routine and non-routine tasks
15. To prioritise and undertake the programme of minor works at the school, taking into account urgent need and health and safety issues e.g. locks, windows, gutters and paintwork.
16. In consultation with the appropriate person negotiate prices for work to be carried out in school to ensure best value for the school.

Health and Safety

17. To ensure duties are undertaken in accordance with the Schools Health and Safety policy including risk assessment and safety systems and to wear protective clothing as required and in line with Health and Safety protocols.
18. To attend/participate in statutory training for H&S
19. To carry out regular H&S inspections and Risk Assessments on his/her own and with the SBM
20. Maintain records (e.g. COSSH)
21. To provide safe access to the school in the event of snow, ice or flooding
22. To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers
23. Ensure the proper use and storage of all tools and equipment being used to fulfil the job description
24. To carry out equipment testing as appropriate and report any faults to the appropriate person.
25. To ensure power tools are inspected before use and are PAT tested as required
26. Operate CCTV or surveillance systems and take appropriate action to report any faults.
27. Carry out fire drills in consultation with the appropriate person.
28. To clear up bodily fluids after accidents adhering to health & safety procedures
29. To carry out emergency cleaning if required

Security

30. To be the main key holder and to be responsible for the maintenance of keys and the electronic alarm system and be the first respondent to emergency call outs. This includes the routine and non-routine opening and closing of the school and the setting of alarms; ensuring that the school is locked and secure, with fire doors and all windows closed at the end of the school day and after any school functions, lettings or community use.
31. To ensure that all alarm systems are functioning properly and that regular checks are made of the systems.

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32. To provide a first point of contact for all visitors to the site, outside of normal working hours and to be responsible for ensuring that all visiting contractors and deliverers act in accordance with the health and safety policy.
33. To ensure proper security and adherence to the health and safety policy at all events held outside of the school day, including meetings, open evenings, lettings and special events.
34. To alert the appropriate person to any risk to a breach of security and deal with any incident affecting security as directed.
35. To patrol the site to check for hazards, damages and intruders and to check, at least monthly, all perimeter fences, security devices, fire appliances, CCTV systems and alarms.
36. To supervise Contractors, regarding access to the site, monitor and log the progress of the work and ensuring that work is carried out to the required standard, as appropriate.
37. To monitor, report and advise the SBM/Headteacher on all security matters
38. To ensure proper security and adherence to the health and safety policy at all events held outside of the school day, including meetings, open evenings, lettings and special events.
39. To be aware of all out of hours activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and lettings.
40. To alert the appropriate person to any risk to a breach of security and deal with any incident affecting security
41. To act as main keyholder for the school on call-outs

General Site Duties

42. To maintain the paperwork for all statutory checks and be responsible for the annual audit.
43. To place orders, for items of housekeeping ensuring stock levels are maintained
44. To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept
45. Keep electronic records of financial expenditure, and inventory of works carried out and an inventory of all maintenance and cleaning stock.
46. To keep timesheets and attendance records where necessary.
47. Maintain all logs and appropriate records and actions in accordance with procedures.
48. To take energy readings on a monthly basis
49. To ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets checked daily for fresh supply of disposables etc
50. To ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards
51. To ensure the school hall floors and kept clean and polished
52. To manage the provision of a portering and furniture moving service as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming

Other responsibilities

53. To be able to communicate effectively both orally and in writing.

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- 54. To work as part of a team and form good relationships with other colleagues
- 55. To maintain confidentiality over matters relating to the school, pupils, staff or parents.
- 56. To respond in a courteous manner to enquiries from the school community and external visitors as appropriate
- 57. To undertake broadly similar duties commensurate with the level of the post as required.
- 58. Actively participate in any appropriate training when required and attend network forums.

Signatures – line manager and job holder

Signature of Manager:	_____	Date:	_____ / _____ / _____
Signature of post holder:	_____	Date:	_____ / _____ / _____
