

JOB DESCRIPTION

POST TITLE:	Site Manager
RESPONSIBLE TO:	Headteacher and Business Manager
PURPOSE OF THE JOB:	To provide the full range of caretaking services required by the Executive Headteacher and the Business Manager
SALARY:	Scale 3 Point 14 to 17 (16,781 to £17,772 per annum) depending on experience. Additional over-time expectations of approximately £4,000 to £8,000 per annum for support of regular out of hours lettings.

CORE DUTIES

1. Security

Carry out the security procedures required including opening and closing for routine and non-routine uses

Notes

- (a) The number of keys issued should be kept to a minimum and strict control should be maintained by a key register, a copy of which should be made available to the caretaker.
- (b) Responsibility for the issue of keys to members of staff rests with the Headteacher.
- (c) Where there is entry by a designated key holder, that person, if left to lock up, assumes responsibility for security on that occasion.
- (d) a.m. Unlocking of gates and entrance doors and checking as far as is practicable that the premises have not been disturbed. Switching on/off lights as might be required. Opening of windows as might be required.

p.m. Walking round premises, checking that windows are closed, lights switched off and internal doors locked, as might be required. Locking of external doors and gates.
- (e) Providing such access to the school as may reasonably be required outside the normal hours of opening, including access in the event of flood, snow or similar emergencies.

2. Heating of Building and Hot Water Systems

Operate heating plant so that the required temperatures are maintained and an adequate supply of hot water is available.

Carry out frost protection procedures. Ensure adequate supplies of fuel and monitor energy conservation.

3. Maintenance of Building and Equipment

Carry out routine procedures and inspection of ancillary equipment e.g. pumps, batteries, window blinds etc. Ensure that caretaking (and where applicable, cleaning) equipment is in safe and in proper working condition. Carry out first line repairs which are not beyond the scope of an unskilled handyman.

Notes

- (a) Replacement of light bulbs and tubes
- (b) Carrying out routine procedures and inspection of ancillary equipment e.g. pumps, batteries, window blinds etc.
- (c) Ensuring all caretaking (and where applicable, cleaning) equipment is in safe and proper working condition.
- (d) Ensuring that all drains and gullies are free-flowing and clean. Cleaning blockages should these occur.
- (e) Carrying out minor repairs to property, fixtures, fittings and equipment, which are not beyond the scope of an unskilled handyman.
- (f) Drawing the attention of the appropriate authorities, via the Headteacher, to any repairs or maintenance work which is beyond the competence and responsibility of the caretaking staff.
- (g) Directing workmen and contractors to the sites of repair and maintenance work and inspecting the work of contractors where there is a requirement to sign a satisfaction note.

Note: The Caretaker's activities are limited to situations where safe access can be obtained.

Outside Duties

- (a) Ensuring that all hard areas and paths are free from litter and excessive accumulation of dirt or rubbish.
- (b) Emptying of litter baskets or bins.

- (c) Disposal of all rubbish by incineration or by other means. Cleaning dustbin areas.

4. Supervision

Carry out the duties required to supervise staff and to keep the appropriate records

Notes

- (a) Planning his/her work allocation, and that for assistant caretaking staff and cleaners (where applicable) subject to the requirements of the Headteacher and guidance of the Supervisors of Caretakers.
- (b) Instructing assistants/cleaners (where applicable) in all aspects of their work.
- (c) Carrying out normal supervisory duties e.g. maintaining a good working atmosphere and encouraging team spirit, ensuring good timekeeping, dealing with grievances and problems and seeing that work is done correctly and promptly.
- (d) Assisting, when necessary, the Headteacher, with the recruiting of cleaning and caretaking staff.
- (e) Signing timesheets and maintaining the time keeping of cleaners.
- (f) Where this is under the Caretaker's control, ensuring that the school premises and furnishings are cleaned in accordance with authority's standards and methods. In the contract cleaning situation, drawing the attention of the Headteacher of the school and/or the Supervisors of Caretakers to any problems relating to cleaning.
- (g) Making out such work records and other paperwork as may be required.

5. General Duties

Provide the services required by the Headteacher.

Notes

- (a) Preparing for school and after school activities, including Community Use cleaning and (where applicable) cleaning up after these activities, within the normal working week.
- (b) Attending to such duties appertaining to the premises as may occur from time to time.
- (c) Laying out and stacking of chairs, desks, tables, etc. (not school meals furniture). Movement of same within the school.
- (d) Taking delivery of stores, materials and other goods and storing them (including cleaning materials where applicable). Movement of same within the school.

- (e) Dispatch of other goods from the school.
- (f) Replenishment of soap, toilet rolls and towels.
- (g) Carrying out procedures in the event of fire, flood, breaking and entering, accident or major damage.
- (h) Emergency cleaning in the absence of cleaning staff during normal session time (including the lunch break) e.g. spillage of paint, children being sick etc.
- (i) Carrying out the reasonable instructions of the Headteacher, within the terms of the caretaker job description.
- (j) Seeking the guidance of the Supervisors of Caretakers when appropriate, including, in the event of disagreement on the interpretation of this specification.
- (k) Ensure that those areas of the school environment within the scope of the caretakers duties conform to the Health and Safety at Work Act, 1974, and the Fire Regulations.

6. Swimming Pool

Operate the plant, equipment and procedures in accordance with the Code of Practice for Swimming Pool Operators, and the poolside cleaning specification. Training will be provided.

7. Emergency Situations

Provide access to the building and its utilities in the event of an emergency, at the request of the proper authorities.

8. Other Uses

- (a) Lettings/Community Use: Provide services as required by the Headteacher, during the normal working day or beyond in accordance with the current Provincial Agreements.
- (b) Weekend Duties: It is anticipated that caretaking services associated with week-end use of the school will be required. Subject to local agreement, it is expected that caretakers may be asked to provide these services for a reasonable number of such functions, Payment at the appropriate rate will apply.

9. Cleaning Duties

Cleaning duties allocated to caretaking staff must be performed in accordance with the school cleaning specification.

Person Specification

It is essential that the Caretaker is:

- honest
- trustworthy
- reliable
- enthusiastic

The Caretaker will need the ability to:

- set high standards in all that he/she does
- be self-motivated and organise his/her own time
- use initiative
- complete a range of simple handy-man tasks
- motivate others through good interpersonal skills and appropriate example
- play an important part in a large team

The Caretaker will need to have or gain knowledge of:

- security of a large site
- cleaning procedures
- COSHH regulations
- Health and Safety regulations
- running a swimming pool (holiday cover)
- Child Protection procedure