

# Primary School

## **Grade 4** **37 hours per week**

### **Line management**

- The Site Manager will be responsible to the Headteacher for the satisfactory completion of his duties. The Site Manager is required to undertake the following duties in order that the school building environs are maintained to the high standards expected by pupils and staff of the school.

### **Hours of Duties**

- The Site Manager will work 37 hours a week as set out below, but a “flexible” approach to duty hours is essential.
- Monday – Sunday hours to be arranged with Headteacher.

### **Leave arrangements**

- Annual leave must be taken during school holiday period (except with prior consent of the Headteacher).

### **Wage**

- Wages will be paid in accordance with the National Agreement on Pay and Conditions of Service.
- During the heating season the Site Manager will be required to check the heating systems on weekends. [This is to be arranged in consultation with the Headteacher].

### **Administration**

1. Provide advice and guidance on the maintenance and upkeep of both the buildings and grounds.
2. Complete appropriate records and tests weekly e.g. fire alarm, sprinkler system, vehicle tests and record in the appropriate log book.
3. Order materials (cleaning budget) necessary for cleaning of building
4. Prepare costs for various maintenance and repair improvement tasks (as agreed with Headteacher) that may be undertaken by Premises staff.
5. Contact Premises and Facilities and arrange for maintenance to be carried out after consultation with the Headteacher.
6. To be responsible for checking the completion of the work and to record it in a logbook along with the job number.

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## **Finance**

1. Control of premises related costs budget
2. Liaising with Headteacher / Administrator on Maintenance budget.

## **Security of Premises and Contents**

1. To be responsible for the security of the premises and contents.
2. To be responsible for opening the premises and securing of premises and setting of security alarms at the end of the agreed closing of the day.
3. To attend the premises when the alarm is triggered, out of hours and liaise with key Holding Service, Police, and Headteacher as necessary.
4. Secure all TV's, video equipment and valuable portable equipment which has not been locked away, in agreement with school arrangements.
5. Ensure all computers, printers and white boards are switched off.
6. Where necessary lock and unlock gate and entrance doors.
7. Ensure windows are secure and locked.
8. Deal with trespass and unauthorised parking.
9. Carry out emergency security repairs where possible or contact appropriate contractor.
10. On-going investigation of better security methods for visitors to the school during day and evening usage.
11. Maintain a duplicate sets of keys for all rooms and equipment.

## **Buildings**

1. Carry out basic repairs and maintenance across the school in line with agreed with the School Management on a daily basis when required and in accordance with the School Improvement Plan.
2. Ensure that work carried out by staff and contractors is completed to specified high standards and meets deadlines and complies with safe working practices.
3. Liaise with contractors as necessary to ensure that tasks are carried out in a safe manner and no staff or pupils are put at risk.

## **Heating**

1. To operate the heating system at the school.
2. To ensure that recommended temperatures are maintained (if not able to do so, contact Property Maintenance.)
3. Carry out routing maintenance procedures for heating boilers, water pumps etc.
4. Carry out frost precautions.
5. To operate heating equipment in external buildings.

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6. To know the location of main stop clocks and valves and main electricity breakers
7. Ensure that proper safety precautions are observed in the boiler house.

## **Electrical Installations (Including Schools Meals Area)**

1. Replace light fittings where accessible.
2. Replace tube, starter, shade (not sealed units) where applicable.
3. Maintain high level lighting (using approved equipment). If in difficulty contact Property Desk.
4. Replace, refuse or fit plugs (after training).
5. Inspect electrical fittings and arrange for Contractor to deal with any defects.
6. Keep log of usage of electricity/gas/water.

## **Energy Conservation**

1. Implement all agreed school policies.
2. Read, record and report all meter readings.
3. Liaise with the Energy Conservation officer.
4. Promote Energy Conservation within the school.
5. Switch off unnecessary lighting during the day and ensure lighting is switched off at end of day.
6. Ensure classroom doors to the outside are closed during the day.

## **Maintenance Work**

Carry our work under some or all of the following headings.

1. General repairs, handyman and maintenance work.
2. Decorating.
3. General plumbing duties.
4. Floor maintenance
5. Carpet shampooing if and when required
6. Clean inside and outside of external windows and both sides of internal glass.
7. Clean lights, shades and diffusers when required
8. Replenish toilet requisites
9. Perform cleaning duties as per agreed school schedule.
10. Clean up sickness when on duty. Make equipment and materials available for use off duty.
11. Order and maintain an adequate stock of relevant materials.
12. Carry out non-contractor cleaning duties as specified.
13. To clean gulleys and drains on roof as required.
14. To undertake daily vehicle checks.
15. Drive the school mini bus in accordance with the schools requirements.

## **Outside Areas**

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1. Inspect outside fabric of buildings, fencing and grounds, report defects and arrange for repairs as appropriate.
2. Clean hard play areas and paths.
3. Empty litter bins daily.
4. Clean dustbin.
5. Clean drains as per assessment i.e. weekly, monthly.
6. Clean gullies.
7. Ensure bins etc are secure as per fire precautions.
8. Rod out manholes in emergencies, call in contractor after discussion with Headteacher.
9. Keep access paths clear and safe during snow and frost conditions and minor flooding and emergency situations.
10. Litter pick all areas daily / weekly.
11. Deal with external graffiti problems
12. Ensure the upkeep of the outside areas in accordance with appropriate standards.
13. Weed areas around the school.

## **Emergencies**

1. Deal with, or arrange to be dealt with, all burst pipes, leaks, flooding, fires breakages as appropriate.
2. Arrange for Contractor to deal with electrical, gas, water or any other installation emergencies. Make safe initially by switching/turning off supply and observing Health and Safety recommendations.
3. Liaise as necessary with Emergency Services including call in Emergency Services as required.
4. Ensure clear access and assist if required, all emergency services.

## **Porterage**

1. Receive and transport to appropriate areas ALL normal Education deliveries. (not Contractors or High Risk Specialist materials)
2. To arrange the movement of furniture and heavy teaching equipment as required.

## **Other Duties**

1. Carry out reasonable Overtime requirements.
2. Synchronise clocks, time switches as required.
3. Driving school vehicles as required.

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- 4 Other duties as required by the Headteacher appropriate to the nature and grade of the post.
- 5 Clean mini bus inside and out when required.
- 6 Carry out weekly minibus checks including tyre pressures, fluid levels etc.
- 7 When requested work with pupils in a work experience situation.

### Training

1. The Caretaker will be required to attend Training Courses and undergo training as necessary and train any relevant personnel as required.

***Protecting Children and Vulnerable Adults is a core responsibility of all staff. Staff are expected to alert their line manager to any concerns they may have regarding the abuse or inappropriate treatment of a Child or Young Person, or Vulnerable Adults.***

The Governors of the school reserve the right to alter this job description to meet the changing requirements of the school, this will be done in consultation with you.

Signed:..... date:.....

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	Essential	Desirable
<b>Knowledge/ Qualifications</b>		<ul style="list-style-type: none"> <li>• Knowledge of property maintenance procedures</li> <li>• Relevant trade qualification(s)</li> </ul>
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Understanding and/ or experience of the primary school setting</li> <li>• Experience of general property maintenance including cleaning tasks.</li> </ul>
<b>Skills/ Abilities</b>	<ul style="list-style-type: none"> <li>• Good interpersonal skills necessary to work with LEA and other agencies, a team of teachers and support staff</li> <li>• Ability to work to instructions and on own initiative at times</li> <li>• Commitment to further training where necessary</li> </ul>	<ul style="list-style-type: none"> <li>• General property maintenance skills and abilities, including cleaning.</li> <li>• Building improvement and decorating skills</li> <li>• Ability to use machinery e.g. hand tools and cleaning equipment</li> </ul>
<b>Personal characteristics</b>	<ul style="list-style-type: none"> <li>• Commitment to working in a school environment</li> <li>• A committed, flexible and reliable approach</li> <li>• A good record of attendance and punctuality at previous employment</li> </ul>	