



Part Time School Site Manager - Job Description

Responsible to: Federation Business Manager

Hours of work:

Monday to Friday: 3 Hours a day working; 07.00 – 10.00.am Or 06.30 – 09.30am.

FTE Salary: Salary: NJC Grade 3 Point 6 - £26.847 FTE (£13.91 per hour).

Contract: Permanent, 52 weeks a year with 24 days paid annual leave plus bank holidays.

Additional hours may be available throughout the year.

1. JOB PURPOSE

To ensure that the school premises are safe, secure, clean, and well-maintained at all times, providing a positive environment for pupils, staff, and visitors. This job description describes the normal duties of the postholder; however, the duties may vary or be amended dependent upon the needs of the school.

2. MAIN DUTIES AND RESPONSIBILITIES

2.1 Site Security

- Open and close the school buildings and grounds as required.
- Ensure all doors, windows, and gates are secure.
- Operate alarm systems and act as a key holder.
- Respond to call-outs when necessary, outside of normal working hours (Payment will be made)

2.2 Maintenance and Repairs

- Main point of contact for all maintenance and caretaking duties
- Carry out minor repairs and general maintenance tasks including painting and decorating
- Maintain fixtures, fittings, and equipment in good working order.
- Report major faults and liaise with external contractors- for example school heating, plumbing and electrical system
- Monitor contractor work on site to ensure quality and value for money
- Undertake emergency repairs

2.3 Health and Safety

- Ensure compliance with health and safety legislation.
- Undertake Health and Safety Training
- Carry out Health and Safety inspections of the premises and grounds.
- Check fire alarms, extinguishers, and emergency exits regularly.
- Test emergency lighting
- Report hazards and maintain accurate records.
- Oversee the implementation of the Health and Safety Policy
- Work closely with the School Governor with responsibility for overseeing H+S
- Act following external reports

2.4 Cleaning and Grounds

- Undertake and supervise cleaning duties
- Maintain all outdoor areas including playground pathways.
- Carry out seasonal duties such as gritting and snow clearance.
- Ensure safe disposal of waste and recycling.
- Liaise with the grounds maintenance contractors
- Ensure all internal glass in windows and doors are kept clean
- Undertake periodic cleaning of carpets.
- Maintain COSHH records
- Maintain stocks and supplies of cleaning equipment

2.5 Facilities

- Prepare rooms for assemblies, events, meetings and school activities.
- Assist with school lettings and community use of the premises.
- Move furniture and equipment as required.
- Liaise with the out of hours Lettings Officer as appropriate

2.6 Safeguarding

- Safeguard and promote the welfare of children.
- Follow school safeguarding policies and procedures at all times.
- Report any concerns immediately to the designated safeguarding lead.

2.7 Line Management

- Line manages cleaners to ensure that cleaning is carried out to the highest of standards
- Be part of the recruitment process for recruiting cleaners

2.8 Reasonable Tasks

- Undertake any reasonable task related to the role not specifically detailed in this job description.

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3. PERSON SPECIFICATION

Essential

- Experience in caretaking, maintenance, or a similar role.
- Basic DIY and repair skills.
- Good painting and decorating skills
- Knowledge of health and safety practices.
- Ability to work independently and use initiative.
- Good communication skills.
- Flexibility to work outside of normal working hours when required
- Computer literate

Desirable

- Experience working in a school environment.
- Relevant training (e.g. Health & Safety, COSHH).

4. PERSONAL ATTRIBUTES

- Reliable, punctual, and trustworthy.
- Excellent interpersonal skills
- Flexible and adaptable approach to work.
- Friendly and approachable.
- Committed to maintaining a safe and welcoming environment.

5. ADDITIONAL INFORMATION

- Weekend work is required (working one in four weekends)
- The post is subject to an enhanced DBS check