

Oak Learning Trust

Job Description – Site Manager

Name:	
Responsible to:	Facilities & Estates Manager
Responsibilities:	Site Manager for One School

Main Duties & Responsibilities	<ul style="list-style-type: none"> • To act as site manager for one school in the Trust (John F Kennedy Primary School) undertaking and organising day-to-day cleaning, repairs and maintenance with support from a facilities assistant. • Carry out minor maintenance repairs and handyperson duties as instructed. This could include changing fuses, replacing missing screws, oiling doors, replacing door handles, maintenance and replacement of light bulbs (<i>please note that this list are examples only, and is not exhaustive</i>). • To carry out cleaning duties on a regular basis as directed by Facilities and Estates Manager and to carry out ‘deep cleaning’ and maintenance of the school buildings including painting and varnishing. • Service of any lettings or events organised by the school, including the setting out of any equipment and/or furniture as required by clients or schools. • Maintenance, inspection and cleaning of swimming pool and associated plant at George Washington Primary School. This may include water testing and treating, backwashing, emptying, filling and any necessary repairs. • Ensure Trust grounds are clear of litter and other harmful materials (hypothermic needles, glass, toxic chemical bottles, dog foul). • Ensure that buildings are heated to a satisfactory standard and adjust heating levels according to seasons and holiday periods. • Support Facilities and Estates Manager with updating energy efficiency records in line with the Trust’s policy and procedures (including water, electricity, oil and gas as appropriate). • Ensure maintenance of the boiler houses as required including the reporting of major repairs to contractors or service providers as appropriate (including swimming pool plant room where appropriate). • Ensure the effective maintenance of outside areas of the school grounds including ensuring that all areas are clear of tripping and falling hazards and where evident offending items are removed or protected in line with health and safety standards. This may include the trimming of overhanging branches / trees that may cause potential problems for service users, replacement of outside lighting, replacement of cracked paving stones. • Ensure that all firefighting equipment is regularly maintained, and that unrestricted access is available to this equipment and to all fire exits. • Ordering and storing (where appropriate) of school supplies relating to building cleaning, maintenance, security items and pool operation.
Security of School Site	<ul style="list-style-type: none"> • Ensure the school site is secure, and that appropriate processes and procedures are in place for this. • Responsibility for the security of the school building and its contents including the opening and locking of gates and doors, ensuring that windows are locked and secure and that security systems and fire alarms are activated accordingly. • Responsibility as key holder for the school and be available to undertake associated call-out duties on a 24-hour basis. For example, response to fire and intruder alarms

Health & Safety	<ul style="list-style-type: none"> • Ensure compliance with best practice and statutory requirements in the area of health and safety. • To ensure all school and Trust documentation relating to health and safety, including policies, procedures and risk assessments, is in place and up to date at all times. • To manage C O S H H (Control of Substances Hazardous to Health) on site • Ensure that all regulations are adhered to by providing relevant control measures to reduce harm to health • Ensure effective swimming pool management. • Ensure contractors on sites are advised of health and safety procedures when carrying out work. • Supervision and co-ordination of contractors on trust sites including ensuring that they comply with the Trust procedures in relation to health and safety management. • Ensure that all walkways and designated play areas are clear of snow and icy patches in poor weather.
Other	<ul style="list-style-type: none"> • To safeguard and promote the welfare of children for whom you have responsibility or come into contact with. Including adhering to all specified procedures. • The post holder must carry out his/her duties with full regard to the Trust’s Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated (and services delivered) in a fair and consistent manner. • To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others. • To comply with all trust policies and procedures. • Any other duties of a similar nature related to the post, which may be required from time to time.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to the Trust’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies.

The postholder must comply with the Trust’s Health and Safety rules and regulations and with Health and Safety legislation.

Headteacher

Date

Post holder

Date

This job description will be reviewed annually or earlier if required.