


Job Description		
Title Site Manager – Grade 3	School: Sutton Bonington Primary School	Post Ref Profile Premises 5
Job Purpose To undertake a range of caretaking duties to the agreed quality standards, including security, cleaning, portage and maintenance of school sites and premises thereby ensuring a safe working environment		
Key Responsibilities		
<div>1. Responsibility for being a key holder</div> <div>2. Ensuring security of the premises together with its contents. Attending to the intruder alarms where applicable. Boarding up and making the buildings secure following acts of vandalism</div> <div>3. Attending to the heating of the premises and ensuring that the required temperatures are maintained. Ensure that the boiler plant equipment, heater cabinets, are cleaned and maintained and faults reported</div> <div>4. Liaison and supervision of contractors on site</div> <div>5. Giving adequate supervision and directive advice to cleaning staff where applicable. Maintaining the required records of timesheets, attendance records etc</div> <div>6. To assist, when necessary, officers of the department in dealing with matters concerning building maintenance and general site matters</div> <div>7. Cleaning of designated areas in the establishment including overhead kitchen canopies, removing graffiti from internal &amp; external surfaces</div> <div>8. Carrying out portage duties as and when required</div> <div>9. Attend to the heating of the premises at weekends during the approved winter period when necessary and required</div> <div>10. Ensure that all exterior hard surfaces including artificial/turfed areas are kept clean, including emptying litter baskets, cleaning of drains &amp; gulleys, salting and de-icing of hard surface areas during the winter months and moving of snow to ensure access to the premises</div> <div>11. To be available and attend to the requirements of the hirers of the premises for the purpose of evening and weekend lettings.</div> <div>12. In cases of emergency outside the working week e.g. intruders, fire, floods, etc be required to attend for such as required.</div> <div>13. Responsibility for legionella testing &amp; monitoring</div> <div>14. Monitoring and recording the condition of Asbestos</div> <div>15. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions</div> <div>16. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures</div> <div>17. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher,</div>		



Sutton Bonington  
Primary School

or if unavailable the designated safeguarding governor or a member of the senior leadership team

18. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

***Person Specification***

***Education and Knowledge***

Good literacy and numeracy skills gained from general education together with some experience of similar duties supplemented by relevant training is necessary to undertake the full range of procedures for maintenance and repair of premises and sites, security and heating, health & safety, COSHH regulations, legionella, asbestos, supervision of cleaning staff, supervision of contractors

***Experience***

Previous experience of maintenance work and cleaning would be beneficial.

***Personal skills and general competencies***

A positive and friendly outlook  
The ability to use your initiative and respond to situations as they arise  
A practical knowledge of DIY skills