

RUSH COMMON SCHOOL

JOB DESCRIPTION

Job Description for:

ACCOUNTABLE TO: (All staff work under the direction of the Headteacher and Leadership Team with delegated authority).

APPRAISAL: The post-holder will be subject to the Academy's annual performance appraisal process.

POST: Site Manager

GRADE: 6

RESPONSIBLE TO: Head of Business and Finance

1. JOB PURPOSE

To provide a well-managed, clean and safe environment in which pupils and staff can work and study successfully.

2. ORGANISATIONAL STRUCTURE

Please see Staffing Structure Review

3. PRINCIPAL ACCOUNTABILITIES

Security

- Lock/unlock school buildings and areas
- Undertake regular security checks and identify security risks
- Monitor fire safety equipment and carry out fire drills on a regular basis
- Operate and respond to alarm systems where appropriate
- Liaise with police, security and surveillance contractors
- Provide emergency access to the school site

Maintenance

- Undertake appropriate repairs e.g. redecorating and fixing
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for your school.
- To organise and carry out minor decoration programme as agreed with the headteacher
- To organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves etc. as agreed with the headteacher
- To be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions

- Operation and maintenance of heating plant and lighting systems
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records
- Undertake regular site inspections
- Identify defects and record repair and maintenance requirements
- Collect and assemble waste for collection, ensuring bin area is kept clean and tidy
- Undertake cleaning duties such as graffiti removal, litter-picking
- Undertake specialist cleaning tasks e.g. Hall Clean
- Monitor performance of contracts and record performance against specified standards
- Liaise with contractors
- Be prepared to work at heights, on ladders, or inspection of school roof

Key Activities - Resources

- To advise on matters relating to energy control and conservation
- Contribute to planning, development and organisation of systems/procedures/policies
- Be responsible for maintaining records, information and data, producing analysis and reports as required
- Create and maintain a purposeful, orderly and productive working environment
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials
- To undertake safety audits of the premises and assist with relevant risk assessments as required
- Promote and ensure the health and safety of pupils staff & visitors at all times

Key Activities – Organisation & Supervisory/Managerial

- Demonstrate and assist in the safe and effective use of specialist equipment/materials
- Provide specialist advice and guidance as required
- Porter duties e.g. distributing deliveries, moving furniture and equipment
- Liaise with the School Operations Manager about lettings
- Monitor & manage stock cataloguing resources & undertaking audits as required
- Responsible for ensuring Risk Assessments are signed and uploaded in a timely manner.
- Replenish first aid kits on a regular basis and keep necessary records

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security and confidentiality, reporting all concerns promptly to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Assist in the supervision, training and development of staff
- Ensure compliance by self and others with all health and safety policies and procedures
- Ensure safe use by self and others of equipment and materials
- Establish constructive relationships and communication with contractors and other agencies/professionals

- Attend and participate in regular meetings
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times

4. JOB CONTEXT

The jobholder reports to the Head of Business and Finance and is part of the school Operations Team. He/she will be empowered to make and take decisions related to his/her accountabilities and responsibilities.

CONTACT WITH OIOTHERS

- Headteacher
- Directors
- Outside contractors and agencies
- Teaching and associate staff

5. KNOWLEDGE, SKILLS AND EXPERIENCE

- Willingness to develop knowledge of use of ICT and other specialist equipment/resources
- Up to date working knowledge of relevant polices/codes of practice/legislation
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Knowledge of Health & Safety procedures and precautions
- Knowledge of COSHH regulations
- Awareness of health and hygiene procedures
- Knowledge of moving and handling procedures
- Willingness to participate in development and training opportunities

Status of this Job Description:

This Job Description is provided as guidance regarding the Academy's professional expectations of you in accordance with your contract of employment.

This Job Description is not your contract of employment and cannot in anyway remove your statutory rights.

This job description will be reviewed at least annually as part of the Appraisal process.

Signed: (employee):

Signed: (on behalf of the Academy):

Date: