



www.swanlandschool.co.uk

SWANLAND PRIMARY SCHOOL (part of Edukos Trust)

JOB DESCRIPTION

Full-Time OR Part-Time (Job Share) Site Manager

Hours: 37 hours per week – Monday to Friday (throughout the year)
6.30 am–11.00 am and 2.30 pm–5.30 pm (5.00 pm on Fridays)
(NB Some overtime may be required.)

OR

22.5 hours per week over 3 days to be agreed (throughout the year)
6.30 am–11.00 am and 2.30 pm–5.30 pm
(NB Some overtime may be required.)

Salary: NJC SCP 6 (£23,893 pa pro rata)

Site Security	To ensure the School site is secure.
Locking/Unlocking of School Gates/Doors	To ensure school gates/doors are unlocked/locked as required by the School according to agreed times. When requested to open gates, to use own judgement whether safe to do so.
CCTV	To ensure the CCTV cameras on site are kept clear of debris to allow for a clear image and to liaise with the police as necessary should a security issue arise. To comply with data protection rules under GDPR.
Site Inspection	To inspect the school site on a regular basis, to make any minor general repairs and to report any major repairs/problems, which may affect the health and safety of the children/staff or the security of the site, to the School Business Manager (SBM) or Head Teacher/Deputy Head Teacher.
Play Equipment Inspection/Repairs	To inspect all play equipment on a weekly basis and maintain a log of all inspections and to review quarterly and annual inspection reports in conjunction with the SBM. To deal with minor defects resulting from both, reporting back to the SBM, and to liaise with SBM in respect of larger repairs to be arranged.
Defibrillator	To carry out a regular weekly check of the defibrillator sited at the Village Hall, maintain a log of all checks and note outcome to SBM to report online.
General Repairs	To carry out a range of tasks to improve the site and to carry out general repairs/maintenance of the existing property and equipment.
Decorating	To carry out decorative work on site as requested by the Head Teacher.

Security Alarm	To be on the alarm response company's contact list for the security alarm should an out-of-hours call be initiated and the alarm response company require your assistance to deal with the cause. Also, to be on the East Riding of Yorkshire Council's contact list should a local emergency arise, requiring access to the school.
Fire	To carry out daily/weekly fire safety checks of the site, to ensure exits are clear etc and maintain a log of all checks. To test the fire alarm system on a weekly basis and maintain a log of all tests.
Emergency Lighting	To test the emergency lighting system on a weekly basis and maintain a log of all tests.
Water Temperature Tests	To test the temperature of the School's water in respect of Legionella prevention on a weekly/monthly basis, as necessary, and maintain a log of all tests.
Cyclical Maintenance Log Books	To manage electricity, biomass, gas, fire, water, electric doors/barriers etc log books and make them available for the contractor to complete when on site. To ensure all job sheets/servicing reports etc as provided by the contractor are filed correctly.
Boilers	To be responsible for the smooth running of the boilers, ensuring biomass pellet levels are monitored and pellets are ordered in good time, maintaining the timing facilities to ensure economical use of boilers and reporting any faults to the SBM in a timely fashion so that adequate heating/hot water is maintained.
Contractors	To liaise with and supervise contractors working on site, ensuring they follow appropriate safeguarding and health and safety procedures. To attend meetings with contractors as required.
Grounds Maintenance	To liaise with Grounds Maintenance contractors (inc pest control) as necessary and monitor works carried out, reporting any problems to the SBM or Head Teacher/Deputy Head Teacher.
Cleaning	<p>To liaise with the contract cleaners, monitor the cleaning carried out and report any problems to the SBM, who will liaise with the contract cleaning supervisor.</p> <p>To carry out any emergency cleaning that may be required throughout the school day, as requested.</p> <p>To ensure all spaces are kept clear of yellow warning cones once floor has dried or hazard has been cleared.</p> <p>To carry out any additional cleaning of rooms/toilet facilities as requested out of school hours, ie after school events or for holiday clubs etc.</p> <p>To ensure entrance hall/reception area glasswork is cleaned regularly.</p> <p>To ensure external ground floor windows are cleaned once a year and to arrange, via the Finance Officer, for high level windows to be cleaned during the summer holidays.</p> <p>To ensure the school is kept looking generally clean and tidy.</p>
Stock control/Ordering	To regularly check stock levels of toilet requisites and order new supplies as required via the Finance Officer. To order maintenance items as required via the Finance Officer.
Litter	To ensure the site is kept clear of all litter and that litter bins are emptied on a regular basis.

Refuse	Responsible for clearing debris/refuse found on site, the day-to-day monitoring/cleaning of the refuse area, ensuring refuse bins are collected on a regular basis and that extra collections are organised as required via the SBM .
Disposal of hazardous/specialist items	To ensure the safe disposal of metal, fluorescent tubes, electrical equipment, tyres and any hazardous/specialist items as requested.
Recycling	Responsible for ensuring recycling bins are filled appropriately and collected on a regular basis.
Drains/Gullies	To ensure drains are kept clear using rods or, if necessary, by organising for a drainage contractor to be contacted, via the Finance Officer, for larger blockages to be cleared. Low level gullies should be cleared every year. The Site Manager is responsible for ensuring the relevant contractor is contacted, via the Finance Officer, to arrange a suitable time during the summer holidays for the high level gullies to be cleared.
Performances	To prepare the stage, lighting and seating areas for performances as directed.
Porterage	To transport heavy items, with suitable lifting/moving equipment, as requested.
Keys	To ensure all keys held by the Site Manager are kept safe and are not passed to any other individual. To ensure all keys to the site, taken from the School Office, are returned to the key safes.
Management of Chemicals (COSHH Control)	To ensure any chemicals are kept in locked storage and that appropriate COSHH sheets are held on file for each chemical. To liaise with Finance Officer to ensure any new chemicals on site have an appropriate COSHH sheet to be held on file.
Extra-Curricular Clubs and Lettings	As and when requested to do so, assuming out of hours times are agreeable, to open and secure the school premises for extra-curricular clubs, holiday clubs, parent evenings, performances etc (also see Cleaning section).
Administration of Site Management	To ensure all site plans, log books and other records are kept in an orderly manner in a secure location in conjunction with the SBM .
Job Share Liaison	Should the role be taken on a part-time basis, to liaise with the Job Share Site Manager on a regular basis to ensure any relevant information is passed across/received.
	Any other jobs, as directed by the Head Teacher/Deputy Head Teacher or SBM , commensurate with the grade of this Site Manager role.

Reports To:

The postholder reports to the **School Business Manager** as line manager on a day-to-day basis, with the Head Teacher having overall responsibility for this Role.

Safeguarding:

Edukos Trust and Swanland Primary School are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The suitability of all prospective employees/volunteers will be assessed during the recruitment process in line with this commitment. It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children. Please see our Child Protection and other Policies on our school website by following [this link](#). Please note, online searches may be done as part of due diligence checks.



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PERSON SPECIFICATION

Full-Time OR Part-Time (Job Share) Site Manager
(NJC SCP 6, ie £23,893 pa pro rata)

DETAILS	ESSENTIAL	DESIRABLE	HOW MEASURED DURING SELECTION AND RECRUITMENT PROCESS?
Experience	<ul style="list-style-type: none"> - Maintenance/DIY 	<ul style="list-style-type: none"> - Caretaking/site management - Key holding/security - Decorating 	Application form Interview
Education, Training and Qualifications	<ul style="list-style-type: none"> - Basic general education - Numerate and literate 	<ul style="list-style-type: none"> - Professional training (eg plumbing, electrical etc) - Health and Safety training 	Application form Interview
Special Knowledge	<ul style="list-style-type: none"> - Maintenance/DIY - Basic health and safety 	<ul style="list-style-type: none"> - Health and Safety at Work Act 1974 - COSHH regulations - Plumbing - Electrical awareness - Grounds maintenance 	Application form Interview References
Skills and Abilities	<ul style="list-style-type: none"> - To be physically fit and able to lift heavy loads (with correct equipment) on occasion - Competent in use of DIY equipment - Able to work on own initiative - Able to prioritise workload 	<ul style="list-style-type: none"> - 	Application form Interview References

	- Good communication skills with competent use of English		
Personal Characteristics	Honest/trustworthy Self-motivated Hard working Reliable Good time keeper Good team member Flexibility Friendly and polite	-	Application form Interview References