



## Job Description

<b>Job Title:</b>		Site Manager			
<b>School:</b>		Benfield School			
<b>JE Code:</b>	AA3926	<b>Evaluation:</b>	430 points	<b>Grade:</b>	N5
<b>Date:</b>		<b>Status:</b>	Final		
<b>Responsible to:</b>		Facilities Manager			
<b>Responsible for:</b>		N/A			
<b>Job purpose:</b>		To provide professional and efficient caretaking and maintenance service across the school premises.			

### Main responsibilities

1. To ensure that quality assurance is reflected in all aspects of caretaking and cleaning.
2. To delegate to other site staff any of the following responsibilities as deemed appropriate.
3. To ensure that all duties are carried out in an effective and efficient manner for the benefit of all students, staff, community and other users and that all referrals are routed through the appropriate staff.
4. To receive instructions from the Headteacher or designated senior staff and to liaise with SLT and Headteacher on matters relating to site maintenance.
5. Accept responsibility for the security of the premises including the locking of doors, setting alarms, etc and undertaking call out duties.
6. To monitor heating levels, on a daily basis if necessary, and ensure consistent levels of provision. This includes checking controls and arranging for the cleaning and periodic maintenance of the heating system and associated plant and their inspection.
7. To carry out minor or temporary repairs and maintenance tasks or report as necessary in accordance with agreed procedures. The provision of advice and guidance to contract and the inspection of any works undertaken.
8. To assist in the day to day maintenance of the swimming pool, ensuring that all current Health and Safety requirements are met.
9. To liaise with and to ensure that contracts on site do not cause a health and safety hazard or damage to school property and report matters of concern or non-compliance with contract specification to the relevant City Council's Officer or contractor.
10. To be responsible for routine lighting maintenance.

11. Routinely to check all fire-fighting, fire alarm and emergency lighting systems and co-ordinate their necessary maintenance and inspections.
12. Organise and assist with general portorage duties including the movement of equipment and the setting up of furniture.
13. Ensure the external areas including border, pathways and yards are free from debris and to undertake the clearance of snow from all accessible areas and to grit as necessary.
14. To maintain staff records and complete forms required within the scope of the postholder.
15. To monitor and maintain limited delegated budgets as required.
16. To assist in maintain a healthy, safe and secure environment and to act in accordance with the school's policies and procedures.

**Trust responsibilities:**

17. Work to fulfil the vision and values of the trust.
18. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
19. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
20. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
21. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
22. Participate in appraisal, training and development and other activities that contribute to performance management.
23. Attend and participate in regular team and 1:1 meetings.