SITE MANAGER JOB DESCRIPTION

Responsible to: the Headteacher
Line manager: Headteacher

Personal Requirements
A hard-working, honest, dependable, self-motivated person to act as school site manager and be responsible for health and safety checks in the school. The successful candidate should be willing to uphold the aims and values of Beaulieu Village Primary School.

Duties and Responsibilities
Security
- Opening and closing the building as required.
- Unsetting and setting of school alarm system as required
- Register as a main Key Holder and be a point of contact in an emergency callout situation.
- Overall security of the school premises.

Cleaning
Cleaning duties will include the following:
- Emptying and cleaning outside bins.
- Cleaning of internal glass, internal and external door glass and internal side of external windows as required.
- Cleaning of external windows at ground level as necessary.
- Straightening furniture and general tidying up of designated areas.

General including Health and Safety
- Upkeep and general care of the school.
- Ensuring that external rubbish is stored appropriately.
- Sweep pathways, class gardens, outside classroom, pick up litter and be responsible for the removal of all debris from paths, play areas, grassed areas, flowerbeds and all entrances.
- Carrying out minor repairs to property, fixtures, fittings and equipment, which are not beyond the scope of an unskilled handyman.
- Drawing the attention of the appropriate authorities, via the Head Teacher, to any repairs or maintenance work, which is beyond the competence and responsibility of Caretaking staff.
- Directing workmen and contractors to the sites of repair and maintenance work and inspecting the work of contractors where there is a requirement to sign a satisfaction note.
- General porterage duties and moving of furniture.
- Assisting teaching staff with simple tasks as requested.
- Checking damage/security every day on arrival at the premises.
- Preparation of school hall for functions as required.
- Receive and check goods and supplies and take them to the appropriate place for storage.
- Ensure that all refuse is disposed of promptly and stored away from the building.
- Routinely clean lamp shades and light diffusers (strip lights).

- Ensure that clear passage is maintained on fire escape routes.
- Test fire alarms, call points, emergency lighting as required. Check extinguishers. Maintain test registers.
- Carry out legionella checks on site.
- Report any defects of building, furniture, fittings and equipment to the Finance Officer and Headteacher.
- Liaise with Grounds Maintenance contractors.
- Regular check of gutters for leaves, debris, plant growth etc.
- Regularly check and clean soffits, signage and external lights.
- Disinfect drains and dustbins regularly.
- Make safe any hazards and ensure that the area is cordoned off.
- Keep paths, entrances free of ice and snow to ensure the safety of children, parents, staff and visitors.

Management

- Be responsible for monitoring and ordering cleaning supplies and equipment.
- Noting, monitoring and reporting any defects in the school buildings to the Admin Officer and Head teacher.
- Meet regularly with the Head teacher re: Health and Safety issues and Building Maintenance.
- Report to the Governors Resources committee as necessary.
- Monitor the work of contractors working on site.
- Heating, Lighting and Water.
- Ensure that all lights and heating are working effectively.
- Carry out weekly, monthly and termly Health and Safety checks.
- Monitoring and setting of heating controls and boilers.
- Be aware of the location of all stopcocks, gas and electricity meters and read meters as required.
- Ensure that the boiler house and caretaking shed are tidy and that no flammable material are stored there.
- Using appropriate PPE, replace, repair fluorescent tube starters and fluorescent tubes.
- Any other work requested by, and deemed appropriate by, the Head teacher and Governors by agreement with the caretaker.

Hours of Work

The working week will be up to 3 hours on a 52 week contract or 6 hours fortnightly with a requirement to be on the school premises: schedule to be discussed with the successful candidate.

Holiday entitlement should be taken during school holidays.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. A satisfactory Criminal Record Bureau check will need to be returned prior to commencement of employment.

Training

Training will be provided by HCC Caretaking Support and the HCC Health and Safety Team. The Site Manager should be prepared to travel to training events which usually take place outside of term time.

October 2026