Job Description – Site Manager

* To maintain all safety checks required to keep school running in accordance with Health and Safety audit including PAT testing, PE equipment checks, tree surveys, water temperature testing, legionella tests and risk assessments and any others that are required to ensure the school remains fully compliant with all HSE regulations.
* To clean all external fascia and UPVC on a weekly basis to remove all moss, marks and algae.
* To clean all internal and external lower level windows each week.
* To sweep yards and clear leaves as required.
* To empty external bins and clean as required.
* To sweep and mop the Hall floor each day – except Friday (working around afterschool club)
* Daily litter picks.
* To carpet shampoo Reception and Y1 each Friday night on alternate weeks.
* To monitor weather forecast so that crossing and front path are gritted in the evening before leaving if a heavy frost or ice are forecast and again on arrival at 8am to ensure the paths are free.
* Cleaning the staff room fridge, microwave and cooker when required to ensure that they are clean and safe for staff to use.
* Final lock up check in the evenings to ensure that school is secure
* To monitor car park in the mornings to ensure pupil safety and safe use of car park.
* Power wash walkways, communal areas, Quad and waste bins as required
* To be pro-active in identifying potential grounds/ building hazards before major problems occur.
* Maintain asbestos register and carry out recorded visual inspections.
* To attend Legionella training, maintain log book and carry out flushing of infrequently used outlets
* To maintain fire log book to record weekly tests and fire evacuation practices. To complete daily checks to ensure that escape routes and exits are clear from obstruction
* To complete minor repairs, including painting, across the school site as required.
* To clear gullies and gutters as required
* To put away deliveries as required.
* Occasional flexibility to attend afterschool events (by agreement and with good notice)
* Notwithstanding the details in this job description, in accordance with the Council’s Flexibility Policy the job holder will undertake such work as may be determined by the Head teacher from time to time, up to or at a level consistent with the principal responsibilities of the job.
* Maintain and monitor health and safety standards, reporting any failures to comply with the school’s statutory obligations in this area, and ensure that contractors’ work meets Health and Safety Regulations.