



**Make a difference to  
the lives of children  
and young people  
every day**

**Site Services  
Site Manager**

Job Description  
and Person Specification

# Job Description

**Salary:** Norfolk NJC Scale F – SCP 9; £25,111 per annum.

**Contract :** 35 hours per week

**Reports to:** Reports to: Headteacher, Estates and facilities Manager and assistant Estates and Facilities Manager.

**Responsible for:** School's Contracted Cleaners  
**Job Purpose**

- To ensure an effective and efficient service for all pupils, staff and stakeholders, providing a safe, clean and compliant environment, working within the budgets set.
- To plan, co-ordinate and implement inspection, maintenance and repairs to the School Building and Grounds. Managing premises staff and liaise with Contractors to ensure that the highest standards of Service Delivery are maintained.
- Carrying out cleaning, handyman activities, routine maintenance and refurbishment, portering, and minor repairs.
- To provide some supervision of school cleaning staff.
- To be responsible for promoting Health and Safety around the school Site and ensure the security of the school premises. Maintain any machinery or plant within the school. Maintain the internal and external fabric of the school premises providing a safe and secure working environment.

## Main duties and responsibilities Management and Supervision

1. To Co-ordinate and implement routine inspections and repairs of the School buildings, equipment and external environment, including annual, monthly, weekly and daily inspections.
2. Investigate reported site issues, provide possible solutions and initiate repair / maintenance, discussing with the Headteacher / EFM if appropriate.
3. Inspect outside internal and external fabric of the school including equipment and report and/or repair defects as appropriate.
4. Agree a system with the Estates and Facilities Manager for window cleaning arrangements, and monitor if appropriate.
5. Manage, supervise and monitor any facility or building contractors undertaking work on the school's premises. Ensure that any issues with contractors are promptly followed up.
6. To be aware of all out of hours activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.
7. Manage the external grounds contractors, ensuring that they are maintained to the required standard and making recommendations for improvement to the Headteacher / Estates and Facilities Manager.
8. To monitor the performance of the cleaning contractor and liaise with the Contract manager to ensure a clean, tidy and well-maintained school environment.
9. Plan and manage all requests for works and preparations for school events such as assemblies, meetings, workshops and INSET. Respond in a timely and efficient manner to all helpdesk requests via the Parago asset management system. Updating the system for all fixed asset additions.
10. Supervise premises staff to maintain effective working relationships, to ensure good timekeeping, and ensuring work schedules and standards are maintained.
11. Manage the hiring / letting of the school premises in consultation with the Estates and Facilities Manager.
12. To organise cleaning materials and equipment orders and ensure their correct maintenance and storage.
13. To ensure compliance checks are completed in a timely manner and are recorded on the Parago system.
14. Set up hall for lunch by putting tables out and clearing them away, set up for parents evenings and other school functions.



## Security and Health and Safety

1. To have overall responsibility for the annual health and safety audit, ensure that routine health and safety checks are carried out including inspections of the site and portable electrical equipment.
2. To carry out and record the necessary water risk assessment checks, and coordinate up to date surveys.
3. Ensure that any repairs are carried out in a timely way, report any defects.
4. Conduct weekly inspections of internal and external play equipment, carrying out any repairs to ensure that it is safe for children to use.
5. Arrange annual play inspections and implement any recommendations as appropriate.
6. Advise SLT on all health and safety matters which require attention.
7. Ensure that health and safety regulations are complied with, regularly reviewing the school's procedures and ensuring that they are compliant.
8. Take responsibility for own and other's health and safety.
9. Contribute to the reviewing of general and individual risk assessments, as required.
10. Manage the safe opening and closing of school to include all appropriate gates, windows, doors and fire escapes for the purpose of school use, cleaning, maintenance, emergency services.
11. Consult with Headteacher / Estates and Facilities Manager for premises cover arrangements for lettings and out of school hours functions.
12. Have overall responsibility for weekly checking of the proper operation and function of all alarms and fire equipment. Check daily emergency exits and entrances are not obstructed. Record all weekly checks of fire alarms, call points, fire doors, fire extinguishers and emergency lighting.
13. Liaise as necessary with emergency services including the calling of the services as appropriate.
14. Compile reports on acts of vandalism to the Headteacher and Police where necessary.
15. General site supervision, including daily inspection of the site to ensure prevention of trespass, in conjunction with the Headteacher, ensuring the safe use of the school site at all times.
16. To be a registered Key Holder as a back up.

## Professional Development

- To participate in training to be able to demonstrate competence.
- To participate in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans. Duties and responsibilities of the post may change over time as requirements and circumstances change.

The School has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.



## General Duties

1. Ensure prompt cleaning of sickness, and spillage's.
2. Ensure all bursts, leaks, flooding, fires and breakages are dealt with promptly and safely as appropriate.
3. Ensure all electrical and gas emergency breakages are dealt with promptly and safely as appropriate.
4. Ensure access, assist and secure premises for all emergency services as necessary.
5. Receive school deliveries and move supplies to various parts of the building as appropriate. Remove furniture and equipment in accordance with the school's procedures.
6. To manage and operate the heating and ventilation systems, ensuring that they are maintained to the correct standard including setting and checking automated systems and time clocks.
7. Liaise with heating and energy management contractors to maintain systems.
8. To take energy readings on a monthly basis.
9. To ensure lighting is kept in good working order and arrange replacements as necessary.
10. Undertake daily and emergency cleaning during the day quickly and efficiently and in accordance with health and safety regulations.
11. Ensure that the school and its external grounds are kept clean throughout the day, ensure general tidiness of all external areas including emptying litter bins daily.
12. Clean and clear all drains, gullies and ensure effective and healthy operation.
13. To keep external bins tidy.
14. Ensure that the premises are kept free from pests and vermin.
15. To ensure that appropriate areas are gritted or salted during adverse weather conditions and provide safe access to the school in the event of snow, ice or flooding.
16. Inspect all outside areas for hazardous materials. Consult with Estates and Facilities Manager for the best method of removal.
17. Manage the maintenance of school gardens including bulb planting, grass cutting, etc.
18. Check, order and replenish cleaning consumables including toilet paper, soap and hand towels in all the toilets, staffroom and other areas as required.
19. Maintain stock levels as required, order and receive supplies within agreed budget in consultation with the Finance Officer.
20. To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met.
21. Maintain an up-to-date list of all hazardous substances and where they are located. A copy to be kept in school office in case of emergency.
22. To be responsible for making appropriate arrangements for dealing with emergencies which occur outside normal working hours.
23. Establish and implement a key identification system for access to all school areas.
24. Maintain an overview of the installed electrical distribution units and which parts of the school they serve, ensuring systems and circuits are mapped and maintained in line with fixed electrical surveys.
25. Whilst on duty remain contactable by mobile phone and school radio.
26. To maintain manual and computerised logs of work undertaken, records and information as necessary.
27. On direction from the Headteacher, ensure that any temporary departure from the standard cleaning specification is carried out effectively within the approved budget (major school activities, inclement weather problems, emergencies, building works, etc).
28. In areas where the Site Manager undertakes a proportion of cleaning, undertake the cleaning of those areas as directed by the Headteacher.
29. To maintain the school's equipment and plant inventory.
30. The post holder will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of the school.



# Person Specification

## Education and Qualifications

GCSE'S grade A-C including maths and English or equivalent

## Experience

Caretaking

Building maintenance

Cleaning work

Some DIY

Working in a team

Supervising a small team of staff

Managing a small team of staff

Working with contractors

## Skills & Knowledge

Good knowledge of health and safety regulations

Ability to work flexibly, independently and as part of a team

Basic DIY skills

Ability to plan, organise and prioritise

## Personal Qualities

Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils

Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school

Ability to work under pressure and prioritise effectively

Commitment to maintaining confidentiality at all times

Commitment to safeguarding and equality

Embraces change well

Deals with difficult situations effectively

Able to work flexibly and out of school hours as required

Being able to make quick decisions

## Physical Requirements

Be reasonably fit to carry out the duties of the job

Able to carry out some manual handling and lifting

Able to carry out work at high levels using appropriate equipment





The Bridge Trust  
The Bridge Easton School

The Bridge Easton School

Bawburgh Road

Easton

NR9 5EA

0160 365 2313



The Bridge MAT Limited

251 Hungerford Road

London

N7 9LD

0207 619 1000

[www.thebridgetrust.academy](http://www.thebridgetrust.academy)