



Edison Primary School Site Manager

Job Title:	Site Manager
Location:	Edison Primary, Vicarage Farm Road, Heston, Hounslow, TW5 0AQ
Rate of pay:	£11p.h. (potential for overtime)
Contract type:	Permanent
Hours worked:	22.5 hours per week 7 am to 9am and 3:30pm to 6pm (with some additional variations) 6 weeks paid leave
To apply, please complete the online application on our website. Please complete your application by 12pm on Monday 14 May 2018 and email to info@edisonprimary.org or deliver to Edison Primary School, Vicarage Farm Road, Heston, TW5 0AQ. Closing date: 12pm noon on Monday 14 May 2018 Start date: September 2018 Salary: MPS (Inner London) Location of post: Edison Primary School, Vicarage Farm Road, Heston, TW5 0AQ	

Job Description

Overall purpose of job:

To manage the utilisation of the School premises and associated facilities for both educational and allied usage and maintain the premises in a clean, secure, safe and well maintained state. To line manage the School cleaning and maintenance team and relief/weekend caretaker.

Main responsibilities:

- Efficient and effective site management of the School premises and facilities.
- Be responsible for opening and closing the premises daily
- Efficient and effective caretaking, cleaning and maintenance programme.
- Responding to call-outs, providing assistance and taking appropriate action as necessary.
- Receiving and supervising contractors and other visitors to the School, particularly during holiday periods.
- To ensure that a clean, safe environment is maintained in order to facilitate effective teaching and learning of pupils and its full use by staff and pupils.

- To ensure a high level of security of premises and contents is maintained in the School in order to protect the resources employed there.
- To ensure that Health & Safety practices and procedures are followed in accordance with the School's Health & Safety Policy.
- To be available for lettings of the premises outside normal school hours as specified in the School Letting Policy for which overtime will be paid.
- To carry out regular day to day maintenance activities (could include basic plumbing, decorating, carpentry and minor building works).
- Provide access to the premises in the event of fire, flood, breaking and entering, snow and other emergency situations e.g. laying grit in icy conditions and clearing snow from entrances.
- The post holder will be the main key holder 7days/24hours especially in an emergency to provide access to buildings and will liaise with contractors regarding appropriate working times.

Specific responsibilities:

Management of control systems:

Be fully aware of and responsible for the management of the control systems within the site as directed by operating and maintenance manuals. This would include ensuring all checks take place and are recorded appropriately. This information to be used to manage systems and also be proactive in effectively diagnosing any problems.

Maintenance and management of control systems would include:

- Management and identification of any defects connected with security and access control systems
- Weekly check of fire alarm system and smoke alarm system.
- Heating and Ventilation: Management of the School heating system ensuring a comfortable temperature appropriate for pupils with complex needs.
- Controls: Operation of Building management controls. Changes to temperature and times carried out on control panel situated in the boiler room, as and when required.
- Lamps will require regular replacement with regard to working at height regulations are those in:
 - The general lighting system – internal and external
 - Projectors

- Adjustment of various time clocks located around the site to suit operational hours and BST adjustments.
- Train other staff as required in operations of systems within the School

Site Management and Maintenance

Internal

- Log and report all defects which require specialist repair, inspect electrical fittings and report defects as required
- Prioritise maintenance tasks with particular reference to pupil needs within the School. Agree maintenance tasks with part time maintenance staff and ensure that these tasks are carried out effectively.
- Undertake minor repairs to fixtures and fittings as appropriate.
- Undertake simple redecoration works.
- Order and take delivery of materials to deal with repairs mentioned above. This may involve going offsite to purchase materials for minor repairs observing School financial regulations
- Be responsible for the daily supply and availability of all cleaning materials.
- To respond to emergency call-outs, contacting approved suppliers as appropriate, so that safety and security is maintained, risk minimised and the buildings protected
- Facilitate and monitor the daily cleaning of the School, arranging variations where necessary.
- Check buildings for, and receive reports on routine maintenance matters and vandalism, reporting and taking appropriate action when necessary.
- Set up and clear away chairs in the hall as required

External

- Maintain cleanliness and general tidiness of all external hard areas. This will include a daily litter sweep.
- Inspect outside fabric of the premises, report/repair defects as appropriate including inspection of all fences, gates, walls, steps, lights etc.
- Undertake designated gardening duties and monitor work undertaken by Grounds Maintenance
- Clear leaves, snow, ice, and moss as appropriate including the treatment of surfaces with salt to ensure slipping hazards are controlled.
- Order and maintain stock of salt.
- Inspect all outside areas for dangerous materials daily and remove, including external emergency cleaning of spillages.
- Carry out minor works in order to improve the site, as required by the Administrator, Health and Safety lead, Headteacher and Governors.
- Ensure gullies, gutters, fall pipes and drainage systems are free from blockages and arrange for cleaning when necessary.
- Ensure footpaths, car parks and paved areas are kept in a clean and tidy condition.

Security Alarms and Systems:

- Operate the security system for the School
- Respond to calls outside normal working hours as a result of break ins etc. and/or setting off of burglar alarms.

- Open and close the premises ensuring all doors, gates and windows, fire exits are secure and fit for daily use.
- Attend to and re-set alarms and security systems
- Provide access, where possible, to the premises in the event of emergencies including heavy snowfall
- Ensure that the office is made aware of the contact number for the key holder during out of hours, in case of emergency.
- Ensure only authorised persons are on the premises during holidays, and be aware of any person arousing suspicion during term time.
- Check the emergency lighting system in accordance with school regulations.
- Ensure all combustible rubbish is removed from the premises daily and stored in rubbish wheelie bins.
- Complete relevant COSHH risk assessments and data sheets
- Provide controlled access to the School parking facilities as requested
- Support with regular health and safety checks

Lettings

Comply with instructions received concerning letting procedures are carrying out as per letting agreement. Where requested by the Headteacher be on site during the course of letting to give assistance to the hirer of the facilities:

- ensure that functions are conducted in an orderly manner and the behaviour of the hirer is not detrimental to the site or facilities.
- to ensure that, where appropriate, the requirements of the Licensing Justices are met during any letting
- carry out as required by the Headteacher any necessary cleaning of areas within the letting agreement.

Cleaning

- Undertake cleaning duties as required.
- Supervise and monitor the deployment of the School cleaning staff. This may also include involvement with their appraisals. This will include staff on the Post 16 site
- Liaise with the Administrator on provision of cleaning materials etc.
- Ensure that cleaning machinery and equipment is maintained according to agreed guidelines, reports defects as they arise.
- Maintain stocks of consumables and monitor level of supplies.

Emergencies

- Clean sickness and spillages as required (maintain separate equipment appropriate marked for this purpose)
- Deal with or arrange to be dealt with all bursts, leaks, floods, fires and breakages as appropriate.
- Deal with, or arrange to be dealt with, all electrical and gas emergencies, making safe initially by turning off supply.
- Ensure access for emergency services, assist as necessary and secure premises as required – be conversant with the School Emergency Plan and staff contact details

Other duties

- Drive a minibus when required. Undertake weekly minibus checks (tyres, windscreen fluid, de-ice etc) Training can be provided.
- Attend appropriate training courses as required by the School
- Act as a member of the School's' fire and disaster management team

Standard responsibilities:

- To liaise with other members of support and teaching staff as appropriate.
- To follow procedures for staff as set down in School policies and Staff Handbook.
- To follow all procedures and instructions as set down in the policies of the Governing Body.
- To help maintain a safe environment by observing and implementing relevant Health & Safety and Safeguarding guidance.
- Any other duties, consistent with the nature of the post, which may be reasonably delegated from time to time by the Headteacher.

PERSON SPECIFICATION

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short-listing is carried out on the basis of how well you meet the requirements of the person specification. **YOU MUST COMPLETE YOUR STATEMENT OF SUITABILITY BY ANSWERING THE POINTS LISTED IN THE PERSON SPECIFICATION BELOW IN NUMBER ORDER.** You should mention any experience you have had which shows how you meet these requirements. If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities shown below.

Qualifications and Experience

1. Significant experience or skills in a trade
2. The ability to understand and apply regulations such as health & safety, manual handling, COSHH, Legionella etc
3. The ability to operate and understand electrical/mechanical systems
4. Risk Assessment experience/qualification
5. Competent at basic building repairs and maintenance
6. To be able to use small industrial, electrical and mechanical equipment
7. Staff management experience

Ability, Skills, Knowledge

1. Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post
2. Good communication skills
3. Good numeracy, literacy and IT skills
4. Sound planning and negotiating skills
5. Ability to manage own time effectively and demonstrate initiative including establishing priorities
6. Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests

7. Ability to manage people directly and indirectly
8. Ability to adapt to changing and conflicting demands
9. Ability to demonstrate an understanding of children
10. Ability to contribute to the life of the school
11. Ability to adhere to and comply with the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies.