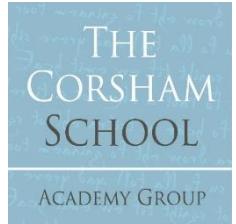


THE CORSHAM SCHOOL ACADEMY GROUP
A Multi Academy Trust



Corsham Regis Primary Academy
JOB DESCRIPTION
SITE MANAGER

SITE MANAGER

Responsible to: **Headteacher and Administration and Resources Manager**

Grade: F Point 8 £13.90 per hour

Working Hours: **16 hours per week – Monday to Friday**

Flexible hours to be agreed Monday to Friday between the hours of 8.00am to 4.00pm

Working Weeks Per Annum: **41 weeks per annum - Term Time only plus TD Days and 2 Weeks**

PURPOSE OF JOB:

To carry out a full range of duties to provide high standards of general security and maintenance and ensure the tidiness and cleanliness of the school premises.

This will be conducted under the general supervision of the Administration & Resources Manager and Headteacher.

MAIN EMPLOYMENT DUTIES:

- As the main key holder, be responsible for the security of the school premises.
- Be responsible for locking and unlocking school premises outside of normal school hours and setting security alarm systems as required. Responding to security alarm or other call outs in accordance with agreed procedures.
- Ensure the school is thoroughly cleaned by maintaining high standards and supervising the school cleaners.
- Undertake and record regular checks on play equipment, legionella and asbestos risk, alarm systems, ladders and fire extinguishers and report any problems arising.
- Identify and report building, furniture or fitting deficiencies to the Administration & Resources Manager and Headteacher and to undertake any remedial action.
- Undertake range of handyperson duties (i.e. those not requiring a qualified craftsman) as directed by the Administration & Resources Manager and/or Headteacher, that contribute to the maintenance of the school premises (e.g. remedial painting and decorating, repairs to fittings and small scale improvements, repairs to taps and cisterns, fitting shelves/ notice boards etc.).
- Escort contractors to site of repairs and maintenance and monitor the safety of their working practices/quality of work.
- Monitor usage of fuel, electricity, water and take meter readings.
- Monitor and take delivery of stores, goods and equipment including cleaning materials and arrange their safe storage and distribution as appropriate.
- Be responsible for general tidiness and safety of the school.

PERSON SPECIFICATION

Knowledge or a commitment to undertake training in:

- Safeguarding and Child Protection.
- Awareness of Control of Substances Hazardous to Health (COSHH).
- Health and Safety at work.
- Legionella and asbestos testing.

Skills

- To be able to carry out any repairs as identified in the job description.
- To be systematic in keeping appropriate electronic and manual records as necessary.
- To develop a work routine that systematically covers all aspects of the job description.

Personal Qualities

- A commitment to uphold the school's ethos, vision and values.
- The ability to communicate effectively.
- The ability to work without supervision and to given timescales.
- The ability to deal successfully with situations that may include conflict resolution.
- A good health record and work attendance record.
- A commitment to further professional training and development.

This is not an exhaustive list and some changes to both the Job Description and duties may occur.

PERSON SPECIFICATION

- Punctual, reliable and trustworthy.
- Able to manage time effectively.
- Ability to work both alone and in a team.
- Awareness of health and safety procedures.

The Corsham School is committed to safeguarding and promoting the welfare of young people and all appointments are subject to Disclosure Barring Service checks, medical and satisfactory references as part of standard pre-employment checks.

**** The Corsham School will accept photocopies on application, but original certificates MUST be presented for verification the interview day.***

CONFIRMATION OF RECEIPT

I confirm that I have read and understood the terms outlined in this statement and hereby accept the post on the conditions stated.

Signed **Date.....**
