



St Anthony of Padua Catholic Primary School Site Manager Job Description



Main responsibilities and tasks: The normal duties of the caretaker will include responsibility for the following:

- Ensure that the building is always secure
- Respond to emergency call outs and take appropriate action
- Alert Head Teacher to any risk to a breach of security
- Ensure alarm systems are kept in working order and report any faults
- Open and close the school site each day
- Patrol the site to check for hazards, damages and intruders
- Ensure all aspects of Health and Safety
- Gardening – cutting the grass on the school grounds
- Driving and maintaining the school minibus
- Painting of school classrooms and corridors

Site management tasks

- Assess maintenance needs with the Headteacher on a regular basis, give advice and make recommendations for improvement
- Prioritise minor works at the school taking into account urgent need and health & safety issues
- Identify areas for improvement and carry out such minor maintenance work and repairs that do not require the employment of a contractor, keep all school records on Health & Safety etc.
- Ensure that all service level agreements and up to date certificates are in place

Site

- Ensure that playgrounds, paths and driveways are in a satisfactory and safe condition
- Snow clearing and salting as required
- Deal with any vandalism, advising HT on necessary preventative measures or repair work
- Operate the heating and ventilation systems, ensuring that they are maintained to the correct standard
- Assist in the preparation of the premises for school events
- Ensure that the premises are kept free from pests and vermin
- General maintenance of the playgrounds
- To maintain stock levels of products required to ensure the school is a safe, secure and clean environment



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Cleaning

- To line manage and organise cleaning staff employed by the school
- Undertake any ad-hoc cleaning tasks as required
- Oversee the standard of cleaning throughout the building
- Train newly appointed cleaning staff
- Clean the school hall and buff the floor once a week

Contractors

- Act as liaison with contractors and the school or external agencies as appropriate regarding access to the site
- Act as liaison with contractors whilst they are on site, monitoring the progress of work and ensuring work is carried out to the required standard
- Supervise contractors to ensure that all Health and Safety precautions are in place.

Porterage

- Act as porter for deliveries, furniture removals or any other lifting tasks required by the school
- Arrange for the disposal of redundant furniture and equipment

Training

- Undertake training/ attend courses as appropriate to carry out caretaking duties in a safe and efficient manner

Health & Safety

- Ensure caretaking and cleaning duties are undertaken in accordance with health & safety legislation
- Ensure that risk assessments and health & safety records are kept up to date
- Organising contractors where necessary
- Wear protective clothing as required