

# Ghyllside Primary School

Gillinggate, Kendal,

Cumbria. LA9 4JB

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Headteacher: Mr.H.B.Davies (BA. Hons)

## SITE MANAGER - JOB DESCRIPTION

### **Job Purpose:**

To be responsible for all matters relating to the satisfactory operation of the school's building, grounds and equipment.

### **Duties:**

- Ensure that the school site is secure and well maintained
- Devise and manage the school's building maintenance programme
- Manage the school's access, hiring and lettings
- Manage the selection, evaluation and monitoring of external contractors
- Manage the deployment of premises staff ie. cleaning staff. To ensure appropriate levels of cover (especially during evenings and holiday periods)
- Ensure satisfactory heating of the premises
- Ensure school complies in accordance with health and safety policies
- Organise a variety of annual testing e.g. portable electrical appliance testing
- Provide regular meter readings for all utilities including Biomass Boiler and Solar Panels
- Manage SLA for waste disposal and associated annual health and safety checks
- Manage deliveries to the school and distribute any parcels to appropriate departments
- Liaise with Headteacher on a weekly basis on anything that requires approval or brought to his attention
- Work closely with SBM regarding SLA agreements, deliveries and any daily routines
- Manage all the school's Ground Maintenance

### **Job Context:**

The postholder carries the lead responsibility in the school for the smooth running of the premises.

The school site is used extensively, both for extended curriculum activities and for community purposes by external groups.

The school is available for approved activities through the year. The postholder will manage bookings for the site and the deployment of staff.

The postholder provides reports and recommendations, both written and oral to the Headteacher and to relevant governor committees on his/her areas of responsibility.

The postholder needs to be prepared to work during evenings and weekends within the limits of a 32 hour working week.

The postholder is required to live on site.

The postholder is a designated keyholder of the school for emergency access to the site.

### **Health & Safety:**

- Be aware of and comply with policies and procedures relating to child protection, health & safety, security, confidentiality and data protection and report all concerns to an appropriate person.

### **Knowledge, Experience and Training:**

- Evidence of managing complex demands with a high degree of customer satisfaction is essential
- Knowledge of the main requirements of health and safety legislation and good practice relevant to the post is essential
- Flexibility and sensitivity to the needs of a wide range of users is essential
- Flexibility over working hours

**Our Mission:** Ghyllside Primary School – Growing Hearts and Minds

**Our Values:** Inspiring Healthy Inclusive Nurturing Experiences

**Physical Effort:**

- Some lifting of heavy loads is subject to appropriate manual handling requirements required.

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