



# St Matthias

## ACADEMY

### Site Manager - Job Description

Academy:	St Matthias Academy - Fishponds St Matthias North - Brentry
Job Title:	Site Manager Full time 35 hours per week, All year round
Grade:	BG8: SCP: 22 - 25 (starting salary £22,021- 23,836 per annum)
Managed by:	Headteacher
Responsible For:	Oversight of cleaning team

#### Purpose of the Job

To co-ordinate the security of the school buildings, carry out a programme of maintenance work and monitor the repair and maintenance work of others.

#### Key Job Outcomes

##### 1. Security

To ensure the safety and security of designated buildings by

- Limiting access to authorised personnel;
- Responding appropriately to emergencies;
- Locking and unlocking the school buildings and grounds;
- Working safely and sharing H&S information with the other school staff.
- To monitor the work of contract staff (e.g. cleaners, builders) as directed by the designated manager.

##### 2. Maintenance

To ensure the maintenance of the school's grounds, buildings and facilities to standards proscribed by the Governors by

- Monitoring cleaning and grounds maintenance contracts;
- Responding to the routine maintenance and repair of buildings and facilities;
- Escorting contractors to sites where repair or maintenance work is required and monitoring their safe working practices and the standard of their work (reporting to the Designated Manager as necessary);
- Carrying out exempt cleaning and sweeping the playground clear of leaves, litter and sharp objects;

- Taking action following contractual issues (e.g. where there is a weak delivery of the contract);
- Line marking the playground and school car park, as directed;
- Carrying out a range of handy person duties and portering as per the work specification;
- Ensuring that items of equipment and disposable resources pertaining to the job are stored securely.
- To monitor the work of contract staff (e.g. builders) as directed by the designated manager.

### 3. Supervision

To allocate and monitor the work of, and provide guidance, to the cleaners, in order to complete tasks within the agreed specification.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes

### **General Accountabilities**

- A. So far as reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare policy, departmental policies and codes of practice.
- B. Work in compliance with the Codes of Conduct, Regulations and policies of the City Council, and its commitment to equal opportunities
- C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards