



## **Job Description**

### **STEP Site Manager**

#### **Role purpose**

Liaising daily with the Head Teacher/Business Advisor on caretaking issues, supervise the cleaners and the cleansing service of the school. Ensure the security of the school premises. Assist in the maintenance any machinery or plant within the school. Help maintain the internal and external fabric of the schools premises as a safe working environment.

#### **Commitment to diversity**

As a member of the school team, to take individual and collective professional responsibility for championing STEP Academy Trust's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Additionally, to commit to continually developing personal understanding of diversity.

#### **Financial dimensions**

- Working in conjunction with STEP Multi Academy Manager and STEP Senior Premises & Estates Manager to obtain quotations for works to the academy, ensuring best value principals are followed.
- Responsible for hand tools, equipment such as lawn mowers and other small machinery.

#### **Key areas**

- Ensure adequate cover is available during own or team members absence.
- Ensure that vital information such as cleaning rotas and site keys are available for staff as required.
- Monitor the internal Premises Helpdesk daily and resolve issues promptly.

#### **Management and supervision**

- The Site Manager must ensure that directly employed cleaners perform to the standard laid down in the cleaning specification. The Site Manager will report to the Head Teacher/Multi Academy Manager on any failure to meet the required cleaning standards.
- Dealing with enquiries from staff, pupils, parents and the public.
- Planning and work allocation for directly employed cleaners where required.
- Induction and instruction of other caretaking staff and cleaners to ensure they are conversant with their duties and the standards of work expected of them, and appropriate on-the-job training as required.
- Supervision of caretaking/cleaning staff to maintain effective working relationships, to ensure good timekeeping, dealing with minor grievances and problems and ensuring work schedules and standard are maintained.
- Assist in the undertaking of the annual fire risk assessment.
- Attend training courses where appropriate
- Maintaining Flower borders, beds and baskets, watering of plants.

- Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

### **Security**

- Open and close school -to include all appropriate gates, windows, doors and fire escapes for the purpose of school use, cleaning, maintenance, emergency services
- Check weekly the proper operation and function of all alarms and fire equipment. Check daily emergency exits and entrances are not obstructed.
- Liaison as necessary with emergency services including the calling of the services as appropriate.
- Report acts of vandalism to the Head Teacher and Police where necessary.
- Internal mail courier duties as required by the Head Teacher.
- General site supervision, including prevention of trespass, ensuring that unauthorised parking does not occur, and in, conjunction with the Head Teacher, ensuring the safe use of the school site at all times.

### **Heating**

- Check and control system function, including frost precaution procedures.
- Maintain stock levels as required including ordering and receipt of supplies.
- Vent heating system as required.
- Oil and grease pumps, clean all external parts of system including tops of burners as required, with due regard to safety requirements including isolation of plant as required.
- Report all defects to the appropriate maintenance contractor.
- Change filters as appropriate.

### **Energy conservation**

- In conjunction with the Head Teacher, implement all agreed policies.
- Reading, recording and reporting all meter readings as required by the Head Teacher and or Energy Conservation Officer.
- Liaison with the Energy Conservation Officer.
- Implement recommendations authorised by Head teacher

### **Emergencies**

- Cleaning sickness, etc and spillages as required.
- Ensure all bursts, leaks, flooding, fires and breakages are dealt with promptly and safely as appropriate.
- Ensure all electrical and gas emergencies breakages are dealt with promptly and safely as appropriate.
- Ensuring access, assist and secure premises for all emergencies services as necessary.

### **Internal maintenance**

- Reporting all defects which require specialist repair.
- Visually inspect electrical fittings and report defects as required. Replace bulbs, fluorescent fittings, shades and domestic fuses as required.
- Regularly inspect all plumbing and report/repair defects as appropriate.
- Regular measurement of water temperature re: prevention of Legionella.
- Synchronise all clock, time switches, etc as required.

- Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate (excluding electrical equipment).
- Subject to the requirements of Health and Safety and the use of proper equipment, touch up decoration on any area agreed as reasonable with the Head Teacher.
- Be responsible for the supply and availability of hygiene materials as required.
- Receive and move supplies to various parts of the building as appropriate.
- Remove or obscure all graffiti as required by the Head Teacher.

### **External maintenance**

- To maintain cleanliness and general tidiness of all external areas, and empty litter bins daily.
- Clean and clear all drains, gullies and ensure effective and healthy operation.
- Inspect outside fabric of the school and report and/or repair defects as appropriate.
- Inspect all fences, gates, walls, steps, lights etc, report and/or repair defects as appropriate.
- Agree a system with Governing Body, and Head Teacher for window cleaning arrangements, and monitor if appropriate.
- Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt, etc. Order any necessary de-icing materials.
- Inspect all outside areas for hazardous materials. Consult with Head Teacher for the best method of removal.
- Maintenance of school gardens including planting bulbs etc.
- Oversee regular cutting of grass.

### **School cleaning**

- Where cleaning is undertaken by direct labour or contractor, ensure that the school is cleaned to the agreed specification. Report any issues to the Head Teacher.
- In accordance with the schedule laid down, check regularly that the barrier matting is serviceable and that routine maintenance (dust bags, filters, etc) of buffers, sprayers, etc is undertaken.
- On direction from the Head Teacher, ensure that any temporary departure from the standard cleaning specification is carried out effectively within the approved budget (major school activities, inclement weather problems, emergencies, building works, etc).
- In areas where the Caretaker undertakes a proportion of cleaning, undertake the cleaning of those areas as directed by the Head Teacher.
- Daily disinfection of water fountains.

### **Health and safety**

- Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

### **To contribute as an effective and collaborative member of the School Team**

- To participate in training to be able to demonstrate competence.
- To participate in first aid training as required.
- Participating in the on-going development, implementation and monitoring of the service plans.
- Championing the professional integrity of the school.
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on school policies and interventions

### **Data protection**

- Being aware of the Trust's responsibilities under the General Data Protection Regulations 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- Maintaining client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

### **Confidentiality**

- Being expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the Trust's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are also internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

### **Safeguarding Children and Safer Recruitment**

STEP Academy Trust is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

**An ENHANCED DBS check is required for this post.**

**This Job Description is subject to annual review and alterations may be negotiated to reflect the changing needs of the Trust.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Person Specification

**Job Title:** Assistant School Caretaker

**Essential knowledge:** An understanding of basic health & safety requirements.  
To communicate clearly to all sections of the school community both verbally and in writing.

**Essential skills and abilities:** D.I.Y. skills to undertake day to day repairs and maintenance of building, including the basic knowledge and operation of the school heating system.  
Ability to assist in the training and induction of new cleaning staff.  
Understanding of the principles of health & safety in a school environment including COSHE.  
Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload.  
Ability to adhere to working procedures and policies within the school environment.  
Ability to operate as part of a team or individually as required.  
Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment to undertake the duties of the post.  
Ability to carry out a range of administrative tasks, including stock taking.  
Display a conscientious and logic approach to the variety of tasks necessary for the smooth running of the school.

**Essential experience:** Experience of current cleaning materials/methods/appliances.

**Special conditions:** Take part in the school's performance management system.  
Enhanced DBS Check