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**Job Description**

**Post Title**: **Site Manager**

**Working Pattern**: **Term Time**

 7.00am to 2.00pm Monday to Friday

 (Other Site Team Member works 11.00am to 6.00pm)

 **Non-term time**

 During School holidays the working pattern will be 8am to

4pm (including a one-hour unpaid lunch break) but will not normally exceed 35 hours unless overtime is agreed.

**Hours:** Full time - 35-hours per week/52 weeks per year

**Annual paid leave**: 28 days (plus Bank Holidays and 10 days’ Christmas shutdown).

**Salary band**: £33,489 - £35,566

**Line Manager**: Bursar

**Objective of the post**: Working collaboratively with the Site Officer, provide efficient and effective maintenance of the School site, including ensuring the security of the premises, maintaining the general appearance of the buildings and surrounding areas and helping to ensure a safe environment for the school community.

**Other Considerations:** You will be expected to observe and ensure safe working practices in carrying out the required duties, including adherence to instructions specified by technical consultants, contractors and manufacturers.

**Duties and Responsibilities include**:

**Security of premises**

1. The routine opening and closing of the School buildings, including the operation of the fire and security alarms. Any malfunctions of the alarm systems should be reported immediately and the contractor notified to arrange repairs.
2. To be a duty key holder and respond to out-of-hours call outs as required.

*You will receive an additional payment equal to two hours pay, at the prevailing overtime scale in use at the time, each time you attend the school premises to attend emergency out-of-hours call outs. Should you be required to remain at the school premises beyond two hours, additional payment will be made on approval by a member of the School's Senior Leadership Team.*

1. Ensure that the premises are secured when not in use; all doors and windows are secured and lights, heaters and gas controls are switched off every evening.
2. Ensure contractors are supervised when working on site.

**Maintenance of Buildings and Equipment**

1. Arrange scheduled and reactive maintenance and repairs, minor alterations and improvements as necessary and in accordance with the school maintenance plan.
2. Arrange statutory compliance checks of all essential equipment/plant/buildings and maintain associated certification and records.
3. Carry out daily H&S check of boundaries, fencing, building’s exterior and interior to ensure defects or potential hazards are identified and reported or eradicated.
4. Arrange to clear blockages; remove foreign matter from sinks, toilets, drains and clean up spillages as required.
5. Report emergencies in the case of faults with gas, electric and water supply to the Bursar, or where the Bursar is not immediately available to technical support or regular contractors as appropriate, and report action taken to the Head.
6. Undertake handy-person’s duties as directed by the Senior Leadership Team as outlined below:
* Painting and Decorating – as required.
* Joinery- First line maintenance of fixtures and fittings; for example, tightening screws on window hinges, maintenance on door handles, minor repairs as a temporary measure after break-ins, vandalism.
* Plumbing- un-blocking sinks, traps and waste pipes. Adjustment of taps.
1. In liaison with the Bursar, compile and schedule maintenance tasks and rotas for work to be carried out, including in the holiday periods.
2. Ensure that electrical equipment used in the school is safe for use (PAT Test)
3. Control the provision and replenishment of toiletry and cleaning items, including requisition, storage and distribution of such items, ensuring they are stored and utilised in line with COSHH regulations.
4. Monitor stock levels of consumable items such as grit, batteries etc and arrange to replenish supplies in accordance with current procedures.

1. Maintain appropriate records including log books and maintenance schedule, using the school’s electronic premises management system.

1. Ensure all caretaking equipment is in a safe and working condition and report any faults to the Bursar.
2. Dispose of waste materials (including clinical waste) in a safe, hygienic manner, ensuring that rubbish is not left next to buildings and refuse bins are ready for collection.
3. Clean up vomit, blood, faeces, urine and any other spillages around the school.

**Maintenance of Grounds**

1. Ensure the School and grounds are kept clean and tidy. Undertake regular sweeping of the playgrounds and other hard areas to ensure they are kept free of litter, leaves and any other materials.
2. Carry out grounds maintenance to ensure the premises are weed free, shrubbery/hedging/grass is tidy and perimeter fencing is in good state of repair.
3. Ensure that gullies, drains etc. are kept free from debris.
4. Ensuring clear and safe pedestrian access to the school particularly in adverse weather conditions (e.g. clearing snow, gritting etc.)

**Heating, Lighting and water**

1. Ensure heating plant and equipment is efficiently and effectively operated, make adjustments as necessary and reports defects and malfunctions to the Bursar, or in their absence, the regular contractor.
2. Under the direction of the Bursar, share responsibility for control of Legionella.
3. Carry out emergency lighting checks and ensure light bulbs are replaced as necessary, applying appropriate health and safety regulations.

**Porterage**

25. Undertake porterage duties of furniture and equipment within the premises as required, to include the preparation of areas for meetings, exhibitions, assemblies etc.

 26. Ensure all deliveries are distributed promptly.

**Health and Safety**

27. Carry out risk assessments as required and keep all Site Management risk assessments under regular review.

28. Maintain records as necessary under H&S at work Act.

29. Attend Health and Safety meetings.

30. Comply with all School policies and have due regard to the requirements of the Health and Safety, Manual Handling and Working at Height policies and procedures.

31. Undertake the duties of Fire Marshall, carry out weekly fire alarm tests, and assist with evacuation procedures.

**Miscellaneous**

32. Be fully committed to the School's Child Protection and Safeguarding Policy, undertaking regular staff training and reporting concerns as appropriate.

33. To practice and promote equal and fair treatment of all staff, pupils, parents and visitors at all times.

1. Undertake minibus driving duties as required by the School (D1 licence required) and to carry out safety inspections of the School mini-bus including refuelling and cleaning as required and ensuring MOT and regular service log are up to date. Be responsible for annual licence checks with staff and DVLA for all minibus drivers.
2. Visit the Nursery site on a regular basis as required to carry out caretaker duties and security checks.
3. Undertake training as necessary to fulfil duties outlined in this job
4. Carry out any task reasonably expected within the course of the employment.

To apply: Please complete and submit the application form by **12 noon on Friday 25th October.** Interviews will be held during w/c 27th October 2025.

Palmers Green High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful candidates will be required to undertake a criminal record check via the DBS. The school will also undertake checks with past employers. It is an offence for a person barred from working with children to apply for this post. Palmers Green High School is committed to Equal Opportunities and welcomes applications from all sections of the community.

*October 2025*