



BILTON C OF E VOLUNTARY CONTROLLED JUNIOR SCHOOL
Plantagenet Drive, Bilton, Rugby CV22 6LB Tel: 01788 810675
Head Teacher – Mrs Alex Norton
Email: head@biltonjuniorschool.co.uk

Information for the post of:

POST TITLE: **SCHOOL SITE MANAGER - JEID REF: C0614**
(maintenance, staff management)

POST LEVEL: **Band E, SCP 5 – 6 [£11,836 – £12,073 per annum – 23hours, 30 minutes per week]**

HOURS: **6.45am to 7.45am Monday - Friday**
2.45pm – 7.15pm Monday
2.45pm – 6.15pm Tuesday - Friday

Starting Date: ASAP

A fixed term contract initially until 20/12/19 with the possibility of this being made permanent

Closing date for applications: Monday 29th April 2019

Visits to the school are welcome. Please contact the school on: 01788 810675 or e-mail: office@biltonjuniorschool.co.uk to arrange a mutually convenient time to visit. Application forms also available from the school office.

It is anticipated that Interviews will take place on: **Thursday 9th May 2019 (am)**

We take a very robust approach to **Safeguarding** within our community and expect all staff and volunteers to do the same.

Please note that Staff new to Warwickshire are required to successfully complete a DBS

Successful candidates will be contacted by email.

For reasons of time economy we do not notify applicants who are **not** shortlisted.

BROAD DESCRIPTION:

Works under broad direction and laid down procedures. Responsible for managing caretaking services to all buildings forming the school site, ensuring a safe and secure environment. Has responsibility for undertaking minor or temporary maintenance and repairs. Manages school caretaking/premises staff or holds budgetary responsibility.

Responsible to the School Business Manager for the effective provision of caretaking, cleaning and site maintenance routines and responding to emergencies relating to the site as necessary.

Responsibility for physical resources: The post has considerable responsibility for cleaning, maintenance and repair of a range of equipment or buildings and / or responsibility for security of buildings.

TO SATISFY THE REQUIREMENTS FOR BAND E, THE POST MUST MEET AT LEAST ONE OF THE FOLLOWING CRITERIA:

Responsibility for staff: The post has direct responsibility for a team of cleaning employees, including recruitment, work allocation and performance management

Responsibility for budget: The post has some direct responsibility for financial resources, including placing orders, verifying invoices.

TYPICAL TASKS

Security:

Carry out security procedures for the school buildings and grounds (alarming the building, closing of the school)

Routine and non-routine opening and closing and security of premises and grounds

Take action to prevent trespass on the premises

Ensure unauthorised parking of vehicles does not occur

Act as a nominated keyholder and respond appropriately to alarm company, police call-outs and other emergencies outside normal working hours.

Cleaning:

Ensure the premises and furnishings are cleaned in accordance with the school's standards, including supervising, organising and appraisal of work of cleaning staff

Carry out regular cleaning inspection and maintaining log sheet

Ensure floors are stripped and retreated at appropriate intervals, carpets cleaned at appropriate intervals

Order cleaning materials and equipment

Maintenance:

Ensure that site is maintained and fit for purpose

Carry out minor maintenance work and repairs.

Responsible for basic tools and equipment and report items, repairs, maintenance work that is required and is beyond the competence of the school site staff.

Check for and report damage as appropriate

Direct contractors to sites of repair and maintenance work

Operate heating plant to maintain certain temperatures and ensure adequate supply of hot water available

Carry out frost precaution procedures

Carry out procedures in event of fire, flood, breaking and entering, accident or major damage

Provide emergency access in the event of snow or minor flooding or similar emergency situations

Ensure playing areas and paths are free from litter and leaves

Ensure drains and gullies are inspected to ensure free flowing and clean, dealing with blockages as necessary

Ensure that caretaking and cleaning equipment is in a safe and working condition

Undertake occasional painting (of doors/small areas etc)

Stock:

Receive delivery of stock, materials etc, ensuring appropriate storage.

Ensure adequate supply of fuel, light bulbs and janitorial materials are available, placing orders as necessary

Lettings:

Prepare for after-school activities and ensure accommodation is prepared for normal school use

Undertake school lettings in accordance with the lettings procedures

Other:

Moving equipment and resources as required

Check fire alarm systems

Follow COSHH procedures

Outdoor play inspections

QUALIFICATIONS/TRAINING AND LIKELY ABILITIES

Be aware of and understand the Authority's regulation, e.g. H&SAW and COSHH guidelines

Literacy skills to complete forms and orders, write instructions, understand and follow health and safety and COSHH instructions

Numeracy skills to check goods, check invoices, carry out stock control, undertake calculations, monitor and account for expenditure against a budget

Able to carry out procedures, routines and follow instructions

Able to plan short term

Able to operate cleaning equipment, machinery and tools and undertake basic maintenance

Have minor maintenance skills (eg plumbing, electrical, glazing, woodwork) to make safe.

Understand basic administrative systems (lettings, time book, maintenance hotline, ordering)

Understand and be familiar with the layout and organisation of the school and its site.

Have staff management skills and be able to manage a small team

Able to take initiative and be proactive

Can solve straightforward problems, respond to unforeseen circumstances (e.g. hazards, accidents etc)

Previous experience in caretaking or related field

WORKING DURING SCHOOL HOLIDAYS

It may be possible to amend your working hours during the holidays at a time to suit you and staff in the school by negotiation with the head.



