

# **George Dixon Site**

**Portland Road, Birmingham B16 9GD**

## **Job Description – Site Manager (Head Caretaker)**

**Salary Grade:** GR4

**Responsible For:** Caretaking Staff Team

**Responsible to:** Facilities Manager

### **Job Purpose**

1. To be responsible for the operational overview and management of the George Dixon Academy and George Dixon Primary School premises, site and associated facilities
2. To manage other site staff including the allocation and monitoring of work and performance management
3. To monitor the work of external contractors at George Dixon Academy (GDA) and George Dixon Primary School (GDPS).

### **Leadership**

1. Lead and manage the Premises Team to ensure the both education establishments are clean, safe, well maintained and attractive. Directly line manage a team of three caretaking staff and cleaning staff directly employed at each educational establishment to ensure that they work to the standards set, delegating to the caretaking staff as appropriate, and carrying out performance management on an annual basis.
2. Develop an overview of the schools long term needs and plan accordingly.
3. Communicate effectively within the ethos and vision for the schools'.
4. Attend regular meetings with the Facilities Manager at George Dixon Academy and Office Manager at George Dixon Primary School to report on significant work completed or planned.
5. Ensure that all records, forms and timesheets are promptly and properly processed.
6. Ensure that the Premises Staff receive appropriate training to comply with the Health and Safety at Work Act 1974 and that they are briefed to ensure approved policies are adhered to.
7. Attend health and safety courses as required, relevant to the role of Site Manager, e.g. legionella, asbestos, etc.
8. Any other duties commensurate with the grade in order to ensure the smooth running of the schools.
9. To treat all users of the schools with courtesy and consideration & present a positive personal image which will contribute to a welcoming environment.
10. To have a responsibility for promoting and safeguarding of the welfare of children and young people.
11. To set an example of personal integrity and professionalism.

## **Contracts**

1. To prepare appropriate specifications of work being contracted out;
2. To assist in the tendering process for new contracts; participate in the evaluation of the resultant quotes and advice to assist the Headmaster (GDA) and Headteacher (GDPS) and their Governing Bodies in appointing a successful company.
3. To manage all contractors and their vehicles on site;
4. To monitor the efficiency and effectiveness of all contracted work;

## **Security**

Take all reasonable steps to minimise loss or damage to the school premises and personnel. This involves:

1. Ensuring all windows, doors and gates are locked at appropriate times (including the operation of shutters and the fire and burglar alarm systems and key holder responsibilities).
2. Summoning appropriate assistance in emergencies;
3. Arranging access to the school for authorised staff, contractors and others during, and outside of normal school hours.
4. Notifying the Headmaster (GDA) and Headteacher (GDPS) of any intrusion or theft from the schools'.
5. To attend the buildings outside of normal working hours in the event of the emergency break in or intruder situation and to take appropriate action including, where, possible, making the premises secure.
6. Taking appropriate action to minimise the risk of further intrusion pending the completion of any permanent repairs;
7. To be responsible for the security and the cleanliness of the boiler house and store rooms. Ensuring that no flammable liquids or materials are stored there.
8. To assist the Academy Facilities Manager and Primary School Office Manager in maintaining a register of the schools' keys.
9. Ensuring that the schools' alarm system is in operation at appropriate times.

## **Safety**

1. Operate a healthy and safe working environment in accordance with the Health and Safety at Work Act 1974 and to be aware of, contribute to, and observe the schools' Health and Safety policies and current legislation;
2. Ensure that all work areas, particularly fire escape routes, are kept clear of obstructions;
3. Ensure that all Premises mobile phones and radios are in good working order and are switched on whilst on duty;
4. Ensure that snow and ice are cleared to maintain safe access to all buildings for pedestrians, delivery and emergency vehicles;
5. Keep appropriate records of all incidents and make reports as necessary.
6. Assist in maintaining all records relating to Health and Safety within the Schools such as the register of hazardous substances required under COSHH, Fire Risk Assessment, Asbestos Register.
7. Be responsible for all operational duties relating to the lighting and heating of the premises and grounds lighting.
8. Take responsibility for Risk Assessments within the schools' premises and grounds.

## **Maintenance and Repair**

1. Monitor the condition of the schools fabric and maintain written records of regular periodic audit checks carried out on both school sites.

2. Initiate and carry out, wherever possible, basic DIY tasks. Such duties should be carried out as requested by or discussed with the Facilities Manager (GDA) and Office Manager (GDPS).
3. To maintain a tidy office and stores. Inspect all issued tools, plant and safety equipment for inventory, maintenance purposes and where required recommend replacement if defective.
4. Take all reasonable steps to eliminate potential hazards from faulty or damaged surfaces, fixtures or fittings, whether or not following a Risk Assessment.
5. Report defects to the Facilities Manager (GDA) and Office Manager (GDPS), obtaining the necessary authority before requisitioning any repair or maintenance.
6. Check the operation of automatic systems to ensure their reliability and effectiveness.
7. Maintain electrical fittings and carry out minor repairs and replacements where necessary.
8. Test fire alarms and other systems at specified frequencies and maintain a record of those tests.
9. Manage Health and Safety checks within the school and ensure accurate records are kept ready for inspection.
10. Undertake certain cleaning duties, notably litter picking and ensure that the premises are cleaned in line with the schools standards and current Health and Safety legislation;
11. To ensure the on-site litter, clinical and general waste and recycling bins are emptied and as appropriate and inspect and ensure replenishment of soap, toilet paper and paper towels as required;
12. Maintain adequate stocks of cleaning materials for both schools;
13. To ensure that all hard playing areas and paths are free from litter and that all drains, gullies and gutters are free-flowing and clean.
14. Ongoing maintenance of equipment requiring such, e.g. lubricating picnic tables, tightening wheels on mat trolley's etc

### **Organisation**

1. Ensure satisfactory receipt and distribution, collection and dispatch of premises and education and other related goods to and from the schools'.
2. Ensure that rooms / the halls are prepared for usage as directed by the Facilities Manager (GDA) and Office Manager (GDPS)
3. Work closely with PE department to ensure that halls and external areas are prepared for PE usage as required.
4. Work closely with Academy Business Manager (GDA) and Office Manager (GDPS) on disposal and movement of furniture within the buildings.
5. To work with the Academy Facility Management to ensure statutory and other certificates, reports, records and documents are scanned to the Primary and the Academy's Facilities Management Document Software.

### **Energy Management and Conservation**

1. Ensure that the premises are up to the correct temperature by the designated time and that adequate hot water is available;
2. Taking monthly water and other utility meter readings and assist the Finance Department on consumption profiles and energy use.
3. Ensure that light bulbs, fluorescent tubes and LEDs are replaced as necessary, applying appropriate health and safety regulations, including disposal,
4. Ensure timers on outside lights are working as required.
5. To ensure that boilers, lifts, air conditioning, ventilation and mechanical equipment are working and maintained.

## **Lettings**

1. Ensure that all Lettings are authorised and that users conform to the agreement the user has signed.
2. Ensure that no damage is caused to schools' premises, furniture or equipment.
3. Ensure that disturbance to neighbours is minimised.
4. Report all incidents during Lettings.
5. Cooperate with all Letting personnel, prior to, during and after the Letting period.