



Sacred Heart RC Primary School



Headteacher: Mrs J. Botham
Knutsford Road, Gorton, Manchester, M18 7NJ
admin@sacredheart-jun.manchester.sch.uk
www.sacredheartschool-gorton.org.uk
Telephone – 0161 223 0231

‘Where Every Heart is Sacred’

Job Description- Site Manager

The post holder will report directly to the School Business Manager.

Main purpose of the role:

- Be committed to the welfare and safety of staff, children, parents and visitors at all times.
- Work as part of a team to manage a large school site efficiently.
- Be able to offer a range of DIY skills to the school.
- Have the ability and knowledge to liaise with external contractors and agencies linked to the school building.

Key responsibilities

The following is typical of duties the post holder will perform; however, it is not necessarily exhaustive and other duties of a similar level and nature may be required from time to time.

- Oversee the security of the school site, including the locking/unlocking school buildings and areas, operation of the fire and burglar alarm systems and main key-holder responsibilities.
- Undertake regular security checks, safety audits and risk assessments and identify security risks, and either act on them or report them, making recommendations for action to the Headteacher as appropriate.
- Monitor fire safety equipment and assist with carrying out fire drills, recommending improvements to safety where necessary.
- Liaise with police, Council security and surveillance contractors.
- Ensure contractors/workers sign in and out of the Visitors book, and that their vehicles are not causing an obstruction.
- Provide emergency access to the school site when required.
- Arrange premises for use by external community groups and undertake associated clerical duties, e.g. School lettings.
- Organise and carry out various maintenance duties and repairs to ensure the general up
- Keep and maintenance of the premises as per specific schedule for the school.
- Organise and carry out minor improvement and decoration work e.g. erecting shelves and notice boards, or painting walls and fences etc, as agreed with the Headteacher.
- To be responsible for the implementation of a planned maintenance programme.
- To ensure all compliance checks are up to date and recorded on the school compliance system.
- Oversee and monitor the electrical testing of portable electrical appliances and maintain appropriate records.
- Undertake regular site inspections and identify and record any repair and maintenance requirements.
- Operation of heating plant, cooling and lighting systems, ensuring the premises are at the correct temperature a designated times, and the water is at an appropriate temperature.
- Empty litterbins, collect and assemble waste for collection, and support the school’s recycling activities.





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- Undertake day to day cleaning duties, as well as graffiti removal and litter picking, and undertake emergency cleaning duties e.g. spillages (this could include bodily fluids).
- Undertake activities to maintain a safe, clean and orderly learning and working environment e.g. gritting, clearing paths of snow of leaves and keeping drains clear.
- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises.
- Ensure regular health and safety checks are completed e.g. fire alarms, water sprinklers, Legionella testing, etc.
- To advise the Headteacher on matters relating to energy control and conservation.
- Maintain records, information and data, producing analysis and reports as required.
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Ensure lights and other equipment are switched off as appropriate.
- Portage duties including ensuring satisfactory receipt distribution, collection and dispatch of goods to and from the school, and organising and participating in the movement of furniture, crates and containers, e.g. preparing halls for exams, assemblies or events.
- Contribute to planning and organisation of systems/procedures and policies.
- Manage staff
- Establish constructive relationships and communication with contractors and other agencies and professionals.
- To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
- To participate and engage with workplace learning and development opportunities, subject to the school’s training plan, working to continually improve own performance and that of the team/school.

Other responsibilities

- Adhere to all school policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues.
- Demonstrate consistently high standards of personal and professional conduct as defined in the We Code of Conduct Policy.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting any and all concerns to an appropriate person as soon as they arise.
- Participate and take an active role in training and other learning activities and performance development as required.

Safeguarding

- We are committed to safeguarding and promoting the welfare of children and young people at all times. You will be responsible for promoting and safeguarding the welfare of all children with whom you come into contact, in accordance with the school’s safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure and Barring Service (DBS).





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Equality, Diversity and Inclusion

- Assist with ensuring that schools implement the equality, diversity and inclusion strategy ensuring that every learner in school has a positive experience.
- To ensure the development of positive solutions to achieving diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.

General

- Actively contribute to and promote the overall ethos and values of the school.
- Maintain consistently high standards of professional conduct, tact and diplomacy at all times in dealing with pupils, parents, staff and colleagues, external agencies and any other visitors to the school or We.
- Maintain absolute confidentiality and exercise discretion with regard to staff/pupil information and the school's business at all times.
- Display resilience, motivation and commitment to support the school and being of service to the Diocese of Salford and its Catholic Community.
- We and its employees are expected to support the Catholic aims and visions of the school, however, there is no requirement to be a practicing Catholic.

Other

The above list is not exclusive or exhaustive, and we may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support the school's responsibilities towards safeguarding.

Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.

