LONDON BOROUGH OF ENFIELD

EVERSLEY PRIMARY SCHOOL

JOB DESCRIPTION

POST:	Relief Site Manager
RESPONSIBLE TO:	Office & Finance Manager
HOURS:	3pm to 6:00pm (Monday, Tuesday, Wednesday and Friday)
SCALE:	Scale 3/5

CORE RESPONSIBILITY

To be responsible, under the general supervision and direction of the Office & Finance manager, for the effective maintenance and development of the School premises and grounds to ensure effective day to day running of the School.

Key Responsibilities

1. The security of the School buildings and grounds.

2. The replenishment of Wash Room and PPE supplies.

3. Manual Handling such as transporting paper and resources around the school building.

5. The cleaning, maintenance and development of external areas of the site.

6. General porterage duties as required.

7. The cleaning of certain areas within the School.

8. To oversee the Cleaning Contractors

KEY DUTIES

1. **Security of Site and Premises**

As delegated by the Office & Finance Manaher.

1.1 (As required due to Site Manager absence) Opening the School premises at an appropriate time when legitimate access is required. Deactivating intruder alarm systems; unlocking gates and external/internal doors. Checking that the premises have not been damaged.

1.2 Securing the School premises at the end of each day when its facilities are no longer required. Checking that all occupants have vacated the Site; ensuring that all windows are closed and locked; ensuring that all unnecessary lights and electrical equipment are switched off; locking all secure areas, external doors and gates; activating intruder alarm systems; ensuring the safe keeping of the keys to the premises.

1.3 Providing access to the School for authorised personnel or appropriate services outside the normal hours of opening in the event of an emergency.

1.4 Taking appropriate action regarding trespassers, including informing the Deputy Head teacher, Chairman of Governors, Local Education Authority or Police, as appropriate.

1.6 Supervising lettings, including:- Ensuring rooms are cleaned. Setting out furniture prior to the letting, as necessary; ensuring that all fire doors are unlocked and clear and that all hirers are aware of the evacuation procedure; welcoming hirers onto the Site and monitoring security and the condition of the toilets during the letting, taking remedial action as necessary; checking the condition of the rooms at the end of the letting, cleaning as necessary; securing the buildings and site.

2. **Maintenance, Repairs and Decoration**

2.1 Cleaning diffusers and shades and replacing light bulbs and tubes where accessible, as necessary, up to a height of 3 metres (or above that height with the aid of access equipment but only after the relevant training has been undertaken). Checking on a regular basis for broken diffusers and shades etc; undertaking minor repairs/replacements in compliance with the LEA's safety guide, referring matters to the Office & Finance Manager for remedial action to be taken as necessary.

2.3 Ensuring that all drains, gutters, gullies and gratings are free flowing and clean. Clearing any blockages where possible, referring matters to the Office & Finance Manager for remedial action to be taken where necessary.

2.4 Undertaking repairs to existing fencing where necessary.

2.5 Ensuring proper access to and exit from the School site for contractors and directing them to the location of items or areas requiring repair or maintenance; monitoring the satisfactory completion of repair and maintenance work, referring matters to the Office & Finance manager, as necessary.

3. **Cleaning and Care of Premises and Grounds**

3.1 Ensuring that the School grounds, premises and furnishings are cleaned to a satisfactory standard in accordance with set requirements and methods.

3.2 Monitoring the performance and standards of the cleaning team. Liaising directly with their supervisors, referring difficulties or failings to the Office & Finance manager to enable appropriate action to be taken.

3.3 Ensuring that all hard covered areas and paths on the School site are free from litter, weeds and the excessive accumulation of dirt or leaves. Emptying and cleaning, on a regular basis, all litter bins and baskets.

3.4 Moving dustbins for the disposal of refuse as appropriate; disposing of refuse by proper means and cleaning dustbin areas.

3.5 Where appropriate, cleaning and maintaining sand pits and paddling pools in accordance with the appropriate instructions.

3.6 Carrying out emergency cleaning measures, as necessary, following storms, floods, break-ins, vandalism and body spillages.

3.7 Checking on a regular basis that adequate supplies of soap, toilet rolls, towels and similar materials are available throughout the School, replenishing these as necessary.

3.8 Carrying out regular maintenance cleaning of toilet areas throughout the day as requested by the Office & Finance Manager.

3.9 Removing unsightly litter from grassed areas and shrub beds of the School. General gardening duties including planting seeds, digging flower beds, pruning, weeding strimming, mowing and pitch marking. Also to include cleaning and maintaining any pond areas.

4. **Porterage and General Duties**

4.1 Removing, laying out, stacking and transporting furniture and equipment within the School as and when required.

4.2 Receiving, storing and distributing all stores, materials and other goods. Making appropriate arrangements for the despatch or collection of goods from the School.

4.3 Attending appropriate training courses as may be required from time to time.

4.5 Clearing snow/ice from paths, as necessary, to provide safe pedestrian access to the School sites and between buildings.

4.6 Ensuring that all work is undertaken in accordance with general and specified Health & Safety requirements.

4.7 Undertaking other appropriate duties the Office & Finance Manager may assign in order to maintain the effective day to day operation of the premises.

Closing Date: Wednesday 9th June 2021

Interviews: Monday 14th June 2021