

Education

Penygarn Community Primary School

Primary School Site Manager

SALARY: Grade 5 £21,166 - £23,836

Permanent – 37 hours per week, 52 weeks per year – split shift

Hours of Work: 7.30 am – 11.30 am and 2.30 pm to 6.00 pm

If you wish to join a vibrant, innovative school as a team member this job may be for you.

Penygarn Community Primary School is seeking to appoint a Site Manager to ensure that the building is maintained in a good and safe working condition. The successful candidate must be someone who is:

- * enthusiastic and self-motivated
- * reliable and conscientious
- * has a knowledge of site security and Health and Safety
- * is an excellent team member who is willing to enter fully into the life of the school
- * is caring with a good sense of humour

Previous experience is desirable but not essential.

Description of role and responsibilities required – based on person specification.

For an informal discussion, please contact either the Acting Headteacher or Senior School Support Officer on 01495 742090.

This post is subject to an Enhanced Disclosure Application to the Disclosure & Barring Service.

Application forms can be obtained from www.torfaen.gov.uk

Completed applications forms to be returned to Ms Glenys Stokes, Senior School Support Officer at Penygarn Community Primary School, Penygarn Road, Penygarn, Pontypool, Torfaen NP4 8JR.
Email – clerk.penygarncps@torfaen.gov.uk

Closing date: 12 noon 11th November 2019

Short list Thursday 14th November 2019

Interviews Monday and Tuesday 18th and 19th November 2019.

Post Ref: REQ002335 - 1111

JOB DESCRIPTION

TORFAEN
COUNTY
BOROUGH



BWRDEISTREF
SIROL
TORFAEN

Position Details	
Position Title: Primary School Site Manager	
Grade: 5	
Section: Penygarn Community Primary School	Service Area: Education
Responsible To: Senior School Support Officer	Responsible For: N.A.
Job Evaluation ID: 2571	
Date Issued: September 2019	

Job Purpose
To ensure that the establishment where employed is opened and closed at the designated times, in the approved conditions for occupancy and all other associated duties.

Principal Accountabilities and Responsibilities
<p><u>Security</u></p> <ol style="list-style-type: none">1 Attend to the opening and closing of the premises at designated times and to be responsible for general security at all times. In this connection, caretakers may be called out in unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access for emergency repairs.2 Carry out prescribed security duties for the establishment and grounds, to take all reasonable and practical steps to prevent trespass and unauthorised parking of vehicles. <p><u>Serving as the School's Health and Safety Officer</u></p> <ol style="list-style-type: none">1. Maintaining an up-to-date knowledge of all relevant Health and Safety legislation and requirements.2. Leading a planned Health and Safety Inspection Programme.3. Maintaining a log of Health and Safety concerns raised and action taken.

4. Keeping the Head informed of Health and Safety concerns and recommending action where necessary.
5. Producing a draft annual Health and Safety Action Plan and termly reports on progress for Governors.
6. Designing and leading risk assessment procedures to ensure compliance with all relevant legislation.
7. Designing and leading relevant Health and Safety training programmes.

The Management of an Agreed Refurbishment Programme in Consultation with Headteacher/Business Manager

1. Assist in the drawing up of specifications for work required.
2. Liaising with contractors undertaking work on site and monitoring the quality of work and to ensure they satisfy Health and Safety requirements e.g. asbestos/COSHH/PPE etc.
3. Signing off work before requesting the Head Teacher to make payment.
4. Ensuring that work is completed.

The Management of the Fire Alarm System

1. Organising fire drills in conjunction with the Senior Management Team (SLT)
2. Maintaining the Fire Safety Log Book.

Boiler duties/energy conservation

1. Oversee, as set out in the energy conservation instructions, the efficient working of heating plant and lighting and maintain specified standards of performance.
2. Read meters as required and maintain approved records including any concerned with energy and water conservation matters, to be aware of the location of all stop cocks, fire points and power services.

General Duties

1. To provide a portorage service on site as necessary and erect staging.
2. To clean and to be responsible for the removal of litter from paths, drives and other hard surfaces, including covered play areas and all other areas within the establishment's boundaries, including grass areas and flower beds, to keep hard surface area free from moss or weeds, to clear gullies, grates, drains etc., and to wash defaced wall, signs, etc.

3 To report to the Head teacher/Senior School Support Officer any defects affecting the health and safety of persons on site and, when possible, make safe and isolate hazards.

4 To carry out handyperson duties, examples of which are categorised below. The categorised items listed are examples only of skills/tasks and are not limited to those specified:

Category 1 – items requiring a basic skill

- Replacement of toilet flush chains.
- Replacement of sink and basin plugs and chains
- Repairs to loose furniture and fixing of loose woodscrews in furniture and fittings but not to the structure of the building
- Re-fixing door handles.
- Replacing curtain tracks or blind brackets to internal vertical windows
- Replace/repair ceiling tiles in suspended grills to a height of 11 feet.
- Replacement of fluorescent tube “starters” and fluorescent tubes to a height of 11 feet.
- Erect noticeboards
- Patch painting
- Removal of Graffiti

Category 2 – more involved tasks requiring good standard of practical knowledge and skills

- The repair and replacement of toilet seats
- Replacement of tap washers ½ inch size only
- Refixing of door/window heads. Replacements should be correctly sized, bedded and fixed.
- Provision or repair to door/floor, stops/cabin hooks.
- Repairs to cupboard hinges, handles or locks.
- Painting/decorating within ongoing maintenance programmes and painting areas such as defaced walls/doors or to new timber.
- Repairs to fencing, guttering and roofing as appropriate within health and safety requirements.
- Basic plumbing within health and safety requirements.

5 To keep paths, access points and entrances free of snow and ice to ensure safe passage

6 Periodically, to clean lamp shades and light diffusers taking account of instructions given on cleaning at heights.

7 To carry out such reasonable duties as instructed by Headteacher, Deputy of Assistant Headteacher/Senior School Support Officer.

8 The reporting of defects on buildings, furniture, fittings and plant where they cannot be made good within the skills requirement of the postholder and Health and Safety obligations..

9 The replenishment of soap, towels, dispensers and toilet paper at all toilets on

site.

- Advise and liaise with the Senior School Support Officer and Suppliers on stock and materials required to carry out duties identified within the job description
- Providing access to the premises to the Contractor's workforce within approved times
- Emergency cleaning in areas as directed.

Resources/Equipment/Material

- School Buildings

Supervision/Management of People

N/A

Special Working Conditions

- Needs to be physically fit as the post entails bending, lifting, carrying of equipment.
- Flexible approach to out of ours working if required.

General

- To observe confidentiality in all aspects of work.
- To participate in the service area's supervision process and/or Corporate Appraisal process.
- To demonstrate a willingness to undertake training development and learning opportunities to improve skills.
- Comply with and support others to observe Health and Safety Act 2009 procedures and processes.
- To adhere to the terms of the Alternative Working Strategy should the post be eligible.
- To work within the Councils' policy and procedures in respect of equal

opportunity, anti-discriminatory and anti-oppressive practices.

- You are responsible for undertaking your duties in a manner which safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Designated Officer in your Service. You must raise any concern or allegation of abuse and neglect without delay.
- To accept that this job description may be periodically subject to review.
- To undertake any other duties and/or times of work as may be reasonably required of you, commensurate with your grade or general level of responsibility within the organisation, at your place of work or based in any other establishment.

PERSON SPECIFICATION

Post Title: Primary School Site Manager	Date: September 2019
For office use only	
Shortlisted By:	
Name of Candidate:	Date:

Please note you will need to meet the essential criterion to be invited for interview.

Requirements	Selection Method		
	Essential or Desirable	Score	Tested at Interview and/or Application Form
Education/Qualifications/Knowledge			
1.1 Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths	E		A
Experience			
2.1 Experience in working in the building trades or associated industry.	E		A
2.2 Have qualified tradesman skills in one or more disciplines.	D		A
2.3 Ability to work as part of a team in raising standards of education.	E		A
2.4 Ability to communicate with a wide range of personnel and agencies.	E		A
2.5 Extensive knowledge of Health and Safety procedures within the workplace.	E		A
2.6 Ability to lead and manage people towards common goals.	D		A
2.7 Ability to organize work and prioritise effectively.	E		A
2.8 Ability to delegate where appropriate. Demonstrate a commitment to raising standards	E		A
Skills and Abilities			
3.1 Full working knowledge or relevant policies/code of practice/legislation.	D		A
3.3 Ability to plan effectively.	E		A
3.4 Understand range of support services/providers	D		A

3.5 Ability to relate well to children and adults.	E		A
3.6 Work constructively and flexibly as part of a team, understanding school roles and responsibilities and your own position within these.	E		A
Personal Attributes			
4.1 Ability to develop good relationships with pupils, parents and staff	E		A
4.2 Understand and respect the principles of confidentiality	E		A
4.3 Be approachable and tolerant	E		A
Circumstances			
5.1 Post holder needs to be physically fit as the post entails bending, lifting, carrying of equipment.	E		A
Total Short Listing Score			

Score key: 0 = Not Met Criteria 1 = Fully Met Criteria