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| Job Title | Site manager and driver | | | | |
| Responsible to | Headteacher | | | | |
| Supervises | N/A | | | | |
| Grade | 4 | Hours | 27.5 | Weeks | 41 |

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| Job Purpose |
| To manage the school site, ensuring the health and safety of the children  To safely drive the children using the school minibus |

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| Main Responsibilities | |
|  | Open and lock up the school at the start and end of the school day |
|  | Carry out daily site safety checks as directed by the Headteacher/Facilities Director and according to the daily checklist |
|  | To drive the school minibus, safely transporting pupils at the start and end of the school day |
|  | Carry out agreed daily cleaning duties |
|  | Undertake health and safety training and compliance checks and record on the school’s system, Smartlog |
|  | Undertake minor repairs to the school building and grounds as required and liaise with contractors when on site |
|  | Carry out other duties relating to the use of the premises as directed by the Head Teacher –eg. leaf clearance, gritting, snow clearing etc. |
|  | Work to Health & Safety guidelines at all times and keep up to date with training as directed. |
|  | Ensure that all activities are done safely and to report any unsafe practices or conditions identified as soon as possible to a senior manager. |
|  | To actively promote the safeguarding and welfare of pupils at all times. |
|  | Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job |