

Willerby Carr Lane Primary School



HEALTH AND SAFETY POLICY

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Statement of Safety Policy

To reflect the requirements of the Council's 'Corporate' and 'CFAS Directorate' Health and Safety policies and current legislation; the policy of Willerby Carr Lane Primary School will be to conduct its activities in such a manner so as to safeguard the health, safety and wellbeing of its employees, pupils and members of the public who may be affected by the activities undertaken by the school.

Willerby Carr Lane Primary School recognises the benefits of a strong health and safety management system and how this contributes to a positive health and safety culture and effective learning environment.

The school is committed to pursuing continual improvements in health and safety. This commitment is vital to its learning objectives and overall performance, through effective safeguarding and reduction of injuries and ill health.

The school's employees are a valued key resource and the school will so far as is reasonably practicable put in place measures to provide every employee with a safe and healthy place of work.

This policy expresses the schools commitment to implementing and maintaining an effective health and safety management system by ensuring that:-

- Risks are assessed and risk control measures are established which are suitable and sufficient;
- High standards are set and maintained by effectively managing workplace activities;
- Employees are suitably qualified and competent, and that ongoing training and development is available;
- Effective consultation mechanisms are established and maintained;
- Adequate financial and physical resources are made available to prevent safety being compromised;
- Health and safety performance is monitored by the Headteacher and governing body.

This policy statement should be read in conjunction with the Council's corporate and directorate policies, procedures, guidelines and guidance notes, which are available via the schools and Safety Service's intranet sites.

The success of this health and safety policy will ultimately depend upon the involvement of everyone affected by it. The school therefore relies on the co-operation of all employees, pupils, parents, visitors, contractors and trades unions in securing its implementation. A copy of this statement of policy will be brought to the attention of, and made available to all employees.

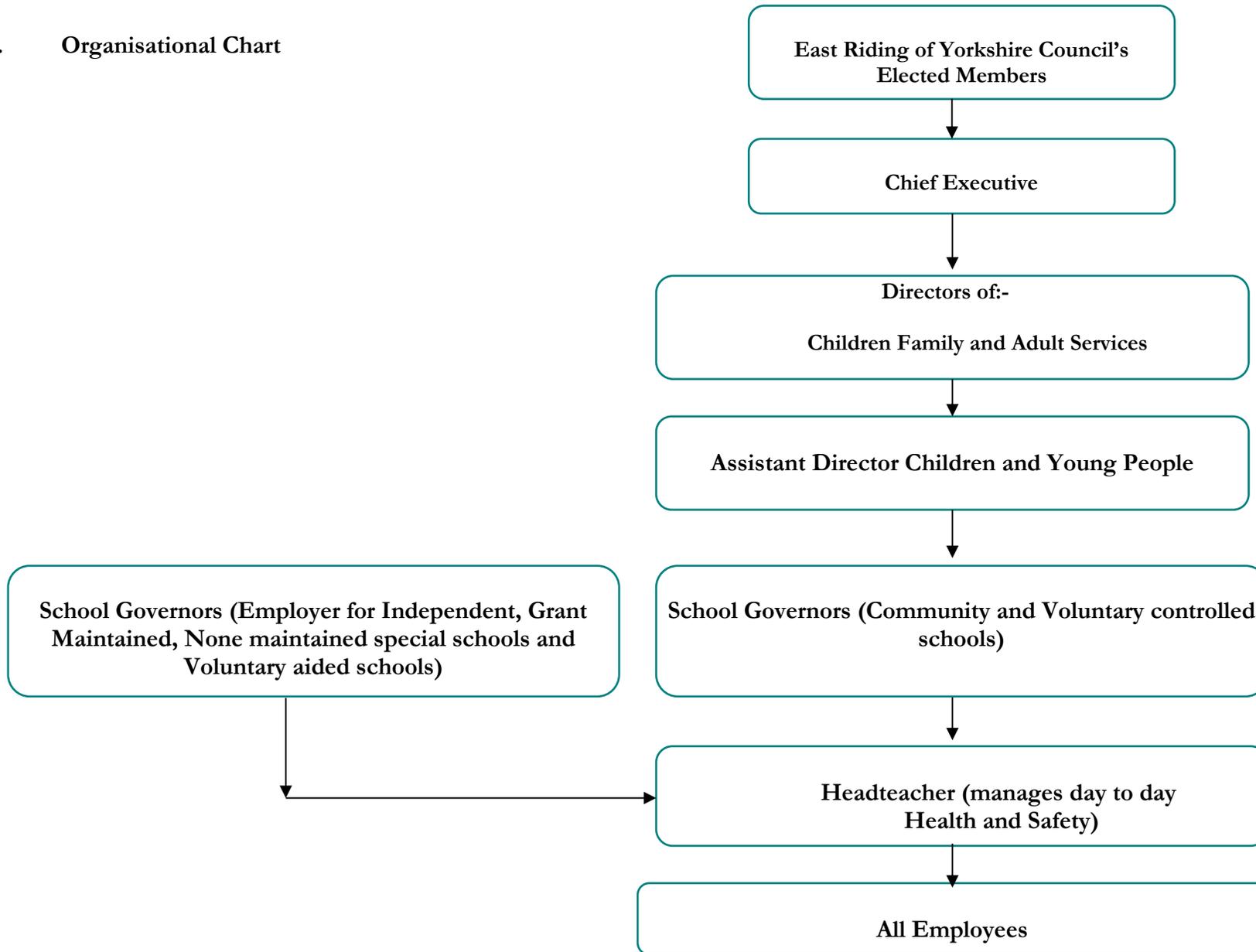
The Headteacher and governing body have overall responsibility for the delivery of this health and safety policy and will achieve implementation through the identified roles and responsibilities of the school management team.

This health and safety policy and its contents will be reviewed and updated on a regular basis at a minimum of every two years.

Headteacher Date

Governor (Health & Safety Committee) Date

1. Organisational Chart



2. General Duties and Responsibilities

2.1 The roles and responsibilities of the Chief Executive, Full Council, The Cabinet, The Council's Corporate Management Team (CMT) are set out in the Corporate health and safety policy.

3. Strategic Duties and Responsibilities

3.1 School Governors

3.1.1 Governing bodies must act as a corporate body.

3.1.2 The governing body carry out their function with the aim of taking a largely strategic role in the running of the school. This includes setting up a strategic framework for the school, setting aims and objectives, setting policies and targets for achieving the objectives and reviewing progress.

3.1.3 The Local Authority has overall responsibility for health and safety matters.

3.1.4 In order for governors to be effective and raise standards, they must first have a clear understanding of their role.

The governing body has three key roles:-

- To set the strategic framework within which the Headteacher will manage the school on a daily basis.
- To act as a critical friend, by supporting the work of the school, while offering an element of challenge through regular monitoring and evaluation of progress against agreed objectives.
- To ensure accountability through the provision of information both to, and from, the governing body.



3.1.5 In all cases the governing body will ensure:-

- A health and safety policy has been produced reflecting the health and safety management arrangements specific to the school.
- Risk assessments are carried out.
- All health and safety matters within the school are effectively managed.
- Wellbeing of the Headteacher and all employees remains a high priority and that a wellbeing policy is implemented and managed effectively at all levels.

4. Operational Duties and Responsibilities

4.1 Headteacher

4.1.1 The Headteacher under the direction of the governing body is responsible for implementing this policy. To achieve this, the Headteacher must:-

- Produce and maintain a school specific health and safety policy and supporting policies (see appendix 3 – examples of school specific policies).
- Prepare an emergency evacuation procedure and arrange for periodic evacuation drills (at least one a term) to take place and for the results of these to be recorded.
- Ensure that all health and safety matters within the school are effectively managed;
- Arrange for appropriate consultation with employees in the workplace to ensure that suitable methods are adopted for promoting health and safety at work, and provide arrangements for the participation of employees in the development of such measures.
- Ensure all new employees receive a suitable and sufficient safety induction (see appendix 1 – Induction check list) and are made aware of their safety responsibilities, where necessary arranging for appropriate training to enable them to carry out their duties competently.
- Ensure the wellbeing of all employees remains a high priority and that the wellbeing policy is implemented and managed effectively at all levels.
- Ensure that suitable and sufficient risk assessments (including fire risk assessments) are carried out and reviewed as required by legislation and that methods and systems of work are safe and that the necessary procedures, rules and regulations designed to achieve this are developed and communicated to all employees.
- Appropriate equipment, tools and protective equipment are provided to enable work to be done safely; and in accordance with statutory requirements maintained in a safe condition and monitored and inspected including the recording of any periodic servicing and testing of systems and equipment.
- Ensure statutory inspections take place within the school (see 5.5) examples of which include fire systems, water hygiene, asbestos management, gas safety etc.
- Ensure all accidents, incidents and dangerous occurrences are investigated promptly in accordance with the Council's accident reporting procedure.
- Ensure that an educational visits co-ordinator is appointed and that visits are managed in accordance with the Council's Educational Visits Guidance and relevant legislative requirements.
- Ensure that formal health and safety inspections are carried out each term and remedial action taken where necessary; and systems established to process health and safety defects and monitor and review progress reporting any concerns to the Board of Governors.
- Monitor, within the limits of their expertise the activities of contractors, hirers and other organisations present on site.

- Ensure that health and safety is a standard agenda item on appropriate employees meetings.

4.2 Business Managers

- 4.2.1 The duties and responsibilities of the School's Business manager are covered in Appendix 4.

4.3 Caretaker and Site Manager

- 4.3.1 Site Managers under the direction of the Headteacher have delegated duties and responsibilities for the supervision, maintenance, inspection and security of the school premises. These duties and responsibilities are included in Appendix 5.

4.4 Employees

- 4.4.1 Every employee is expected to co-operate with the Council on all aspects of health and safety, and in accordance with Section 7 of the Health and Safety at Work etc Act take reasonable care of their own safety and that of others who may be affected by their acts or omissions.

- 4.4.2 Furthermore, the following requirements are expected of every employee:-

- Carry out assigned tasks and duties in accordance with the information, instruction and training given, following agreed risk assessments and safe methods of working.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of safety, health or wellbeing, or to do anything likely to endanger themselves or others.
- Use tools, equipment and materials provided for their intended use only, in accordance with the information, instruction and training they have been given ensuring that damaged faulty equipment is not used and reported to their supervisor/line manager.
- Through the personal development process and regular meetings, cooperate with managers in identifying any training needs, including updates and refresher training.
- Raise any concerns about their wellbeing in an open and frank way so that appropriate support can be given and action taken to address these concerns in line with the Council's wellbeing policy.
- Report all accidents, and any unsafe practices or conditions to their supervisor/line manager.

5. Arrangements for Safety

5.1 General Arrangements

- 5.1.1 The following general arrangements form a key component of the school's overall health and safety management system. In addition to this information, the school health and safety policies hold specific information and arrangements pertinent to the work activities undertaken within the school.

5.2 Provision and Distribution of Policies and Safety Guidance Documents

- 5.2.1 The headteacher is responsible for ensuring that all policies, procedures and guidance documents are brought to the attention of all relevant staff. The headteacher is

responsible for maintaining processes to ensure such information is effectively distributed.

- New staff are inducted either by the Headteacher or Deputy Headteacher
- All school policies are stored on the school's intranet and signposted to staff
- Specific policies and risk assessments are displayed on noticeboards for the Lunch Time Staff
- Health and Safety information and consultation form a regular agenda item at:
 - Weekly meetings with Senior Leadership Team
 - Weekly meetings with Teachers
 - Half Termly meetings with Teaching Assistants
 - Half Termly meetings with Cleaners
 - Half Termly meetings with Lunch time staff

5.2.2 The Council's Safety Services Team produces a number of specific policies, and safety guidance documents which can be adopted by the Schools Governing Body. These provide additional supporting information on legislation and the management of health and safety in general. These documents are available on the Safety Services intranet site and are subject to regular reviews.

5.3 Consultation on Health, Safety and Wellbeing

5.3.1 Under the Safety Representatives and Safety Committees Regulations, and the Health and Safety (Consultation with Employees) Regulations, the school have put in place the following arrangements to allow opportunity for consultation and discussion on all aspects of health, safety and wellbeing:-

- **Employees Meetings.** Health and safety forms a standing agenda item, giving opportunity for discussion on all matters relating to health and safety (new initiatives, revised policies and safety guidance documents, good practice, concerns and deficiencies).
- **Personal Development Reviews.** Employees have the opportunity to discuss and be consulted on matters relating to health, safety and wellbeing with their line manager.
- **Health and Safety Committee.** The Governors Health & Safety Committee meet once per half term and follow an annual inspection timetable which is periodically reviewed.

5.4 Training, Information and Instruction

5.4.1 The School will develop a comprehensive annual training programme to meet the training and development needs of the staff team. The programme will include:-

- **Induction Training.** On commencement of employment the Headteacher will make arrangements for inducting employees and temporary members of employees in the health and safety requirements applicable to the area they are working in. The safety induction checklist (*see Appendix 1*) outlines the basic information that is included in the induction of all new and temporary employees on commencement of employment. Additional ongoing training will be provided; the depth of which will be dependent on the nature and location of the work being undertaken.
- **Job Specific Training.** Through the personal development review process the Headteacher will ensure that individual training needs are identified and met within a reasonable time scale. Where safety critical training is required to undertake certain tasks, the Headteacher will ensure that individuals do not undertake 'safety critical

tasks' until training has been delivered and these individuals are deemed competent to undertake these tasks safely.

- **Specialist Training.** The school will provide specialist training where identified as a requirement for particular work activities. The Headteacher will ensure that individual training needs are identified and met within a reasonable time scale.

5.5 Statutory Inspections and Examinations of Buildings, Plant and Equipment

- 5.5.1 The Local Authority is ultimately responsible and will ensure that adequate arrangements are in place for inspection and examination of buildings, plant and equipment.

The Local Authority has put arrangements in place to ensure that contracts have been established to undertake statutory inspections and examinations of buildings, plant and equipment (eg Asbestos, Legionella, Gas Safety, Lifting equipment etc) where required; and that these are carried out by competent persons and appropriate documentation is held to support this.

The Safety Services Unit has provided an East Riding of Yorkshire Council Guidance on Health and Safety Management for Schools (*see Appendix 2*).

5.6 Health and Safety Inspections and Audits

- 5.6.1 Regular systematic health and safety inspections of all areas are essential for the maintenance of high standards and safe effective working/learning environments. These will be achieved through:-

- Employees carrying out informal daily inspections of their work areas to ensure that housekeeping is maintained to an acceptable standard and equipment, machinery furniture, fixtures and fittings are in a safe condition.
- School Inspections. The Headteacher and governors will ensure that termly inspections of the school premises are undertaken and will record and action all significant findings ensuring that documentary evidence is retained.

5.7 Assessment of Risk

- 5.7.1 In accordance with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005, the Headteacher will ensure that suitable and sufficient risk assessments are undertaken and recorded and that adequate control measures are introduced to manage identified risk in a safe manner.

5.8 Accident and Incident Investigation, Reporting, Recording and Monitoring

- 5.8.1 In accordance with the Council's accident reporting guidelines, the Headteacher is responsible for, and will, investigate and report all accidents and incidents. Where required, accidents falling under the criteria of the 'Reporting of Injuries, Diseases and Dangerous Occurrence Regulations' (RIDDOR) will in accordance with the reporting procedure be notified to the Health and Safety Executive's incident contact centre. All accidents and incidents regardless of if they are RIDDOR reportable will be recorded in accordance with the Council's accident recording guidelines.

5.9 First Aid

- 5.9.1 In accordance with the Health and Safety (First Aid at Work) Regulations 1981 and the Council's guidelines relating to the health and safety (first aid at work) regulations, Willerby Carr Lane Primary School has put in place arrangements to ensure adequate provision of first aid cover is made available.
- 5.9.2 The Headteacher will identify any training needs, which will include refresher training so as to ensure that the requirements for first aid provision are met and maintained.

5.10 Health Surveillance

- 5.10.1 The school will undertake health surveillance as required by specific health and safety regulations of tasks undertaken by employees where it is identified through risk assessment that there may be a need to monitor the potential impact that specific tasks and work activities may have on an individual's health and wellbeing.

5.11 Security, Fire and Bomb

- 5.11.1 The school recognises the importance of having adequate arrangements in place to manage security, fire, and bomb threats within its premises. The Headteacher is responsible and will ensure that there is in place:-
- Adequate arrangements to maintain the appropriate levels of security - the Headteacher is responsible for ensuring that adequate access and egress arrangements are in place and that they are brought to the attention of all pupils, employees, visitors (as necessary). Contractors will also be informed of these procedures. The school and contractors must ensure that access, egress and security are never compromised by maintenance or building works.
 - An up to date fire risk assessment, an action plan for improvement (where required) and a nominated responsible person to take ownership of the fire risk assessment;
 - Clear concise emergency procedures to be followed in the event of fire and bomb alert, which must be displayed and communicated to all employees and visitors (paying particular attention to vulnerable groups).
 - Arrangements to ensure that employees taking on key roles such as fire marshals and wardens are given suitable training to be able to undertake these role effectively.
 - Procedures which ensure that all security and fire systems are maintained and tested in accordance with the legislative and legal requirements.
 - Arrangements to ensure that all employees receive suitable and sufficient training in the procedures to be observed to maintain security and to be followed in the event of an emergency; these include undertaking fire drills at least once each term.

5.12 Safeguarding

- 5.12.1 The school will take all reasonable measures to safeguard visitors, vulnerable individuals and young persons, and have in place provisions including procedures to be followed to maintain the safety of such vulnerable individuals and young persons for whom they hold a responsibility.
- 5.12.2 The school has in place a safeguarding policy that covers:-

- Site security - vulnerable areas well supervised, gates and doors secured where appropriate, visitors sign in and accompanied.
- Regular visitors - all monitored to ensure they have had CRB checks (includes supply teachers, Council employees, long term contractors).
- Occasional visitors - will sign in and be accompanied/or allowed to work in a location secured from pupils.

5.13 Contractors and Consultants

- 5.13.1 The school will seek the Council's advice when considering having work carried out in the school.
- 5.13.2 The school will where appropriate utilise the expertise of the Council's Infrastructure and Facilities Section to manage a project from design to completion. In this instance the appointed project management teams are responsible for contract monitoring including monitoring health and safety performance. The school's role will be to liaise closely with the project management team and report any concerns directly to the site manager and to the project manager, who is responsible for confirming that necessary action has been taken.
- 5.13.3 If the school decides to carry out a project under the 'self help scheme', it will seek the advice of the Council's Infrastructure and Facilities Section and ensure that it has the appropriate level of knowledge and understanding of applying the Construction Design and Management regulations to the management of such projects.
- 5.13.4 CRB checks will be requested for contractors working on major projects. Short term contractors will sign in and be accompanied/or allowed to work in a location secured from pupils in accordance with the schools safeguarding policy.

WCLPS Safety Induction Checklist

Employee's Name **Date Started**

Post

This safety induction checklist outlines the basic information that managers should include in their health and safety induction of all new and temporary employees on commencement of employment.

- | | |
|--|--|
| <p>1. Emergency Procedures (Fire, Bomb)</p> <ul style="list-style-type: none"> • What the alarm sounds like. • What to do on hearing the alarm. • Location of emergency exits. • Where to assemble and who to report to. | <input style="width: 100%; height: 100%;" type="checkbox"/>
<input style="width: 100%; height: 100%;" type="checkbox"/>
<input style="width: 100%; height: 100%;" type="checkbox"/>
<input style="width: 100%; height: 100%;" type="checkbox"/> |
| 2. Smoking Restrictions. | <input style="width: 100%; height: 100%;" type="checkbox"/> |
| 3. First Aid arrangements. | <input style="width: 100%; height: 100%;" type="checkbox"/> |
| 4. Accident reporting. | <input style="width: 100%; height: 100%;" type="checkbox"/> |
| 5. Reporting hazards/safety concerns. | <input style="width: 100%; height: 100%;" type="checkbox"/> |
| 6. Location of relevant polices procedures, guidelines and guidance notes. | <input style="width: 100%; height: 100%;" type="checkbox"/> |
| 7. Risk Assessments. | <input style="width: 100%; height: 100%;" type="checkbox"/> |
| 8. Safe working procedures (including: use of equipment, manual handling, COSHH, good housekeeping standards, personal protective equipment etc) | <input style="width: 100%; height: 100%;" type="checkbox"/> |
| 9. Tour of premises - introduction to other members of employees. | <input style="width: 100%; height: 100%;" type="checkbox"/> |
| 10. Relevant Safeguarding Policies | <input style="width: 100%; height: 100%;" type="checkbox"/> |
| 11. Other relevant information. | <input style="width: 100%; height: 100%;" type="checkbox"/> |

Signature of Manager/Supervisor

Signature of Employee/Temporary member of employees etc

Date

*A copy to be retained by the manager and employee.

East Riding of Yorkshire Council Guidance on Health and Safety Management for Schools

(Available on the Safety Services Intranet Site)

Activities covered in the Guidance

Access	Gas Appliances	Pools
Accident reporting/Investigation	Gas Boilers and Appliances	Portable Appliance Testing
Asbestos	General Safety	Portable Fire Fighting Equipment
Boiler/Plant areas	General Safety Inspections	Powered Pedestrian Doors
Check Escape routes	Glazing	Public Entertainment
Competent Advice	Guarding to Equipment	Radiation
Compressors, Pressure Vessels, Compressed Air	Gymnasium and Hall	Risk Assessments
Contractors	Hazardous Substances	Safe Systems of Work
Cooking Equipment	Health and Safety Policy	Safety Critical items
Corridors	Health and Safety Poster/Leaflet	Seating
Curriculum related issues	Heating	Security/cash handling
DDA	Heating Insulation	Sewer Plant
Display Screen Equipment	Housekeeping	
Drainage: Gullies, Gutters, traps	Insurances	Staff Consultation
Dry/Wet risers	Laboratory Gas Taps	Staff training and drills
Electrical Sockets	Letting	Stage Equipment - lighting rigs and scaffolding
Emergency Lighting Test	Lighting	Training
Emergency Procedures and Continuity Planning	Lightning Conductors	Vehicle Movement
Environmental - Energy/Waste	Local Exhaust Ventilation (especially fume cupboards)	Vibration
Fencing and Gates	Manhole Covers	Violence
Filters on Equipment (eg Laundry)	Manual Handling	Visitors
Fire alarm	Medication	Walls
Fire alarm wiring test	Mobile Units, Sheds and Greenhouses	Water Connections
Fire Alarms test	Noise	Water Quality Sampling
Fire Safety Risk Assessment	Non Passenger Lifts	Water Supply - Legionella
First Aid/Health Surveillance	Passenger Lifts and Stair Lifts	Welfare
Frost Protection	Paving, playground and playing fields	Work at height
Fuel	Personal Protection Equipment (PPE)	Workshop Equipment

INFORMATION

Safety Services Unit (SSU)	Corporate Resources	01482 391117
The Health and Safety guidance etc can be found on the Safety Services Unit's Intranet site		
Schools Improvement Service	Children, Family and Adult Services	01482 392503
Improvement and Learning Consultants	Children, Family and Adult Services	01482 392405
Infrastructure and Facilities Services (IFS)	Environmental and Neighbourhood Services	01482 395803
Catering Unit	Environment and Neighbourhood Services	01482 395121
Health and Safety Executive (HSE)	HSE Infoline	0845 345 0055

NB Schools are not obliged to seek advice or services from the units within the Council listed above, but may purchase these from other appropriately qualified organisations or individuals. The requirement to undertake the above responsibilities and to maintain required documentation applies in all cases. The Council may require schools to produce documentary evidence of compliance with requirements to ensure the safety of staff and pupils.

Examples of School Specific Policies

Asbestos

Coping with the sudden death of a pupil

Drugs

Emergency planning

First aid in schools

Health and safety on educational visits

Infection control

Lone working

Managing medicines in schools

Maternity

Restrictive physical intervention

Rights of way through school premises

Safe practice in PE

School security (including safeguarding)

Violence at work

Wellbeing (including stress at work)

School Business Manager's Core and Variable Responsibilities

Core

1. Strategic Leadership and Management

A school business manager may perform the below functions under the area of strategic leadership and management as part of their job role.

Resources Relevant Training and Development

- 1.1 Ensure the school makes the best possible use of resources through effective planning, considering all financial and other resource implications.
- 1.2 Produce timely and fully costed proposals, ensuring they are sustainable through long-term (five-year) financial plans.
- 1.3 Ensure an effective link between the school financial plan and the school improvement plan - necessary to achieving the Schools Financial Value Standard (SFVS) and sustainable school improvement.
- 1.4 Understand the implications of Government policies and educational trends and developments.
- 1.5 Plan for and implement new initiatives.

Management Relevant Training and Development

- 1.6 Provide strategic support to the Headteacher and governing body on all aspects of school business management.
- 1.7 Manage the disciplines of finance, human resources, ICT, estate management, whole-school administration and marketing as required.
- 1.8 Lead in the training and development of the increasing number and diversity of support staff in schools.
- 1.9 Ensure teaching and support staff work effectively together.
- 1.10 Take an active role in coordinating and managing the relationship of the interested parties and agencies involved in delivering effective extended school services. These include children, parents, school staff, the LA, the voluntary sector and national/regional organisations such as the police and health service.

Risk Management Relevant Training and Development

- 1.11 Provide strategic support to the Headteacher and governing body on all aspects of school business management.
- 1.12 Manage the disciplines of finance, human resources, ICT, estate management, whole-school administration and marketing as required.
- 1.13 Lead in the training and development of the increasing number and diversity of support staff in schools.
- 1.14 Ensure teaching and support staff work effectively together.
- 1.15 Take an active role in coordinating and managing the relationship of the interested parties and agencies involved in delivering effective extended school services. These include children, parents, school staff, the LA, the voluntary sector and national/regional organisations such as the police and health service.

Risk Management Relevant Training and Development

- 1.16 Ensure effective risk management, for example, in health and safety and in the management of any third-party service contracts.

- 1.17 Develop a detailed disaster recovery plan.
- 1.18 Negotiate, manage and monitor contracts, tenders and agreements ensuring “best value” at all times.
- 1.19 Manage all aspects of school business management in a sustainable and eco-friendly manner.

Variable Functions According to a School’s Needs

2. Finance and Managing Resources

A school business manager may perform the below functions under the area of finance and managing resources as part of their job role. You can use this table to help create a job profile to suit your school.

Resource Management Relevant Training and Development

- 2.1 Prepare the annual estimates of income and expenditure for approval by the Headteacher and governors.
- 2.2 Obtain agreement of budgets and monitor them against accounts.
- 2.3 Prepare regular management accounts for budget holders and report on the financial state of the school to the governors.
- 2.4 Advise the Headteacher and governors on investment and financial policy, preparing appraisals for particular projects and developing a long-term business plan or financial strategy for the future development of the school..
- 2.5 Ensure the school complies with SVFS
- 2.6 Use financial management information, especially benchmarking tools, to analyse trends and identify opportunities for greater efficiency.
- 2.7 Manage the school accounting function effectively to agreed procedures, and maintain those procedures by conducting at least an annual review.
- 2.8 Monitor all accounting procedures and resolve any problems, including:-
 - ordering, processing and payment for all goods and services provided to the school
 - operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month
 - maintaining an assets register, and preparation of invoices and collection of fees and other dues, taking legal action where necessary to recover bad debts.
- 2.9 Prepare the final accounts and liaise with the auditors.
- 2.10 Provide detailed management accounts for the governors and Headteacher according to an agreed schedule, reporting immediately any exceptional problems.
- 2.11 Provide a comprehensive payroll service for all school staff, including operation of the various pension schemes and other deductions in which the school participates.
- 2.12 Prepare all financial returns for the DFE, LA and other central and local government agencies within statutory deadlines.
- 2.13 Deal with the school’s rating assessment and VAT liabilities, and advise on the financial implications of charitable status with respect to the current and any future tax legislation.
- 2.14 Maximise income generation within the ethos of the school.
- 2.15 Ensure best value principals are adopted, for example, in extended schools activities.
- 2.16 Act as point of contact with central and other agencies with regard to grant applications, gifts and other donations.

Bids and Contracts

- 2.17 Secure bid-based competitive funds by effective use of bidding systems and contacts.
- 2.18 Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
- 2.19 Purchase, either directly or indirectly, the school's energy supplies.
- 2.20 Arrange school facilities to include:-
- catering
 - transport, including minibus(es) and drivers
 - school shop
 - bookings for school facilities, and provision of facilities for additional tuition out of school hours, including music.
- 2.21 Seek professional advice on insurance and advise the governors on the appropriate insurances for the school.
- 2.22 Implement the approved insurances, and handle any claims that arise.

Developing Sponsorship Links

- 2.23 Secure sponsorship funding using commercial flair.
- 2.24 Act as an articulate ambassador to develop contacts and raise the school profile.

3. Human Resources

A school business manager may perform the below functions under the area of human resources as part of their job role. You can use this table to help create a job profile to suit your school.

Personnel Issues, Support Staff Management and Development

- 3.1 Take responsibility for general personnel matters including employment clearance for new staff (medical checks, child protection) and issuing contracts of employment.
- 3.2 Advise governors on the assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal.
- 3.3 Attend employment tribunals as necessary.
- 3.4 Maintain confidential staff records and ensure that staff records held in the school by others are kept confidential.
- 3.5 Provide leadership and guidance for support staff, including direct line management responsibility where appropriate - administrative and clerical, financial, technicians, medical, welfare and teaching assistants, premises and maintenance, ground staff, cleaners and caterers. .
- 3.6 Manage the recruitment, professional development, appraisal and training of all support staff. CSBM.
- 3.7 Plan for, arrange and report on staff development aspects for all staff. .

Contracts Administration - Managing Employment Contracts

- 3.8 Oversee all staff contracts and coordinate the administration of staff recruitment.

Advising on Employment

- 3.9 Advise governors on the policy needed to comply with legislation in areas such as employment protection, equal pay, sex discrimination and the implementation of these policies in school.
- 3.10 Formulate, monitor and implement the school's safety policy to comply with the requirements of the Health and Safety at Work Act and other legislation.
- 3.11 Act as the school's health and safety coordinator and fire officer.

4. Estate Management

A school business manager may perform the below functions under the area of estate management as part of their job role. You can use this table to help create a job profile to suit your school.

Premises and Health and Safety Management

- 4.1 Manage the maintenance of the school site and buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property.
- 4.2 Oversee the supply of lighting, heating, domestic hot water, cooking, ventilation, water softening, energy conservation, etc.
- 4.3 In cooperation with the fire service, to manage the installation and maintenance of equipment for protection against, and escape from, fire.
- 4.4 Initiate and keep records of regular fire practices and alarm tests.
- 4.5 Ensure emergency procedures are current and timely.
- 4.6 Manage the security of the school site.
- 4.7 Manage the upkeep of playing fields, gardens, all-weather surfaces, tennis courts and land drainage.
- 4.8 Ensure the maintenance of boundaries, footpaths, roads and rights of way.
- 4.9 Purchase, repair and maintain all furniture and fittings.
- 4.10 Know about health and safety regulations, particularly the main issues specific to the school and how they relate to students, staff, visitors, contractors and other users of school premises and facilities.
- 4.11 Know the elements of fire safety and the associated risks to the school through the process of risk assessment.

Letting and Risk Assessment

- 4.12 Manage the letting of the school premises to outside organisations and school staff, and the development of extended schools activities, with particular reference to the local community.
- 4.13 Acquire and dispose of land and buildings as authorised by the Headteacher and governing body.
- 4.14 Draw up outline specifications for new buildings, obtaining tenders, obtaining planning permission, and liaising with building contractors and the school architect.
- 4.15 Know about risk assessment tools and how to use them to establish hazards within the school and the associated risk involved.
- 4.16 Be aware of the importance of a disaster recovery plan and its place within the management procedures of the school.

Loss Prevention Strategies

- 4.17 Know the elements of a comprehensive disaster and recovery plan and to action the plan responsibly if necessary.
- 4.18 Implement risk management and loss prevention strategies to reduce insurance costs.

5. Whole School Administration

A school business manager may perform the below functions under the area of whole school management as part of their job role. You can use this table to help create a job profile to suit your school.

ICT Management

- 5.1 Manage the administrative function including the administrative ICT facilities, school reception, reprographics, records and telephones.
- 5.2 Manage the school's administrative and financial computer network systems.
- 5.3 Oversee the implementation of appropriate information management systems; and the full computerisation of the administration accounting and record system.
- 5.4 Act as system manager for the administrative computer network and curriculum network if appropriate.
- 5.5 Provide for the preparation and production of all school records and publications.
- 5.6 Maintain pupil records including those for the assessment process.
- 5.7 Analyse the data and, in conjunction with teaching colleagues, to form strategies to address specific issues.
- 5.8 Act as correspondent for the DFE and be responsible for the records and returns required.
- 5.9 Obtain the necessary licenses and permissions, and ensure their relevance and timeliness.

Admissions

- 5.10 Advise the Headteacher and governors on the need for an admissions and appeals policy; and develop a school admissions and appeals policy.

Relationship Management

- 5.11 Act as a bridge to facilitate closer working relationships between teaching and support staff; and develop school policies for working with contractors and outside agencies.

6. Marketing and Liaison

A school business manager may perform the below functions under the area of marketing and liaison as part of their job role. You can use this table to help create a job profile to suit your school.

Promoting the School

- 6.1 Promote the school to different audiences and raise the profile within the local community.

Links to Other Schools and Agencies

- 6.2 Ensure effective liaison with other schools. For example by linking to a learning network and accessing training on a group basis to reduce costs and/or improve accessibility.
DSBM
- 6.3 Ensure effective liaison with all interested parties and agencies involved in delivering successful extended school services.

Business Community Links

- 6.4 Liaise with local businesses for fundraising, arranging vocational experience and joint projects.

Caretaker/ School Site Manager's Responsibilities

Job Description for Caretaker/ Site Manager.

Reports to:	Headteacher
Responsible for:	Cleaners
Main Purpose:	The School Site Manager/Caretaker is responsible, through the Headteacher and Governing Body, for a wide range of duties and responsibilities connected with the fabric and grounds of the School.
Main Activities:	Principal responsibilities are detailed below:

Duty Hours

The working day in term time is normally 37 hours per week, to be worked normally between the core time of 7.00am and 6.30pm depending upon the needs of the service.

Occasional evening lettings for which overtime will be paid, based on the hourly rate of the caretaker's salary. The school has a commitment to working with the community.

Security and Associated Duties

Duties include:-

- Monitoring CCTV and other surveillance equipment to guard against vandalism or break-ins.
- They may have to report some incidents to the police.
- Carrying out security procedures for School buildings and grounds.
- Opening and closing of School premises, including gates, doors, windows, fire exits etc, for the purpose of School use, lettings, out of School hours function, maintenance and emergency services.
- Regularly checking the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed.
- Liaising as necessary with the emergency services, including calling out of emergency services as required.
- Reporting acts of vandalism to the Headteacher and/or Police as necessary.
- Courier duties as required by the Headteacher, including taking cash to be banked as required.
- Performing security duties at the School gate before/after School.

Lettings

Complying with instructions received from the Headteacher/Board of Governors concerning letting procedures and carrying out as per lettings agreement.

Where requested by the Headteacher, be on site during the course of lettings to:-

- give any assistance to the hirer of the facilities hired;
- to ensure that functions are conducted in an orderly manner and the behaviour of the hirer is not detrimental to the site or facilities;
- to ensure that, where appropriate, the requirements of the Licensing Justices are met during any letting. Carry out as required by the Headteacher any necessary cleaning of areas within the letting agreement.

Heating

Check and control system functions, regularly check heating system, with due regard to appropriate safety requirements, report all defects to a qualified heating engineer and Headteacher.

Sickness/Annual Leave Cover

Co-operate with other nearby schools to ensure emergency cover in the event of sickness or other absences including holiday leave.

Holidays to be taken during school holidays, subject to the approval of the Headteacher.

Deliveries/Post

Unpack and store stock in conjunction with the Headteacher.

Furniture Moving

Move such items of school furniture as required, with due regard to current Health and Safety and Lifting and Handling regulations.

Cleaning

Supervise school cleaning staff, ensuring all areas are cleaned to required specification. Liaise with Client Services on provision of cleaning materials etc. Ensure that cleaning machinery and equipment is maintained as Client Service's guidelines, reports defects as they arise.

Train cleaning staff in Safe Working Practices.

Energy Conservation

In conjunction with the Headteacher, implement all agreed policies.

Read, record and report all meter readings as required by the Headteacher/Energy Conservation Officer. Inform Headteacher and Energy Conservation of any concerns.

Liaise with the Energy Conservation Officer.

Emergencies

Some examples are:-

- Clean sickness and spillages as required.
- Deal with or arrange to be dealt with all bursts, leaks, floods, fires and breakages as appropriate.
- Deal with, or arrange to be dealt with, all electrical and gas emergencies, making safe initially by turning off supply.
- Ensure access for emergency services, assist as necessary and secure premises as required.
- Arrange repairs etc with contractors with prior approval of the line manager

Internal Maintenance

Report all defects which require specialist repair, inspect electrical fittings and report defects as required.

Replace lamps and domestic fuses as required.

Regularly inspect plumbing and report/repair defects as appropriate, synchronise clocks, time switches etc, as required.

Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate.

Order and take delivery of materials to deal with repairs mentioned above.

Subject to safety regulations, redecoration of any area, agreed as reasonable on instruction from Headteacher.

Be responsible for the supply and availability of all hygiene materials.

Remove graffiti etc as required by Headteacher.

Carry out minor repairs to school equipment as agreed with the Headteacher.

Purchase materials for minor repairs.

Carry out minor works in order to improve the site as required by the Headteacher and Board of Governors.

Attend appropriate training courses as required by Headteacher.

If there is a major fault, the caretaker will call in specialist help, such as a plumber or electrician. They will also arrange for other contractors such as builders to come on site when necessary.

External Maintenance

Maintain cleanliness and general tidiness of all external hard areas.

Empty litter bins on a daily basis.

Clean and clear all drains and gullies to ensure effective and healthy operation.

Inspect outside fabric of School, report/repair defects as appropriate. Inspect all fences, gates, walls, steps, lights etc.

Regular Level 1 and 2 inspection of Play equipment at specified regular intervals.

Report/repair defects as appropriate.

As required by the Headteacher, remove/obscure all graffiti.

Undertake designated gardening duties.

Cleaning of outside glass in entrance hall.

Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt etc.

Inspect all outside areas for dangerous materials and remove, including external emergency clean of spillage.

Carry out internal/external window cleaning where required.

Carry out minor works in order to improve the site, as required by the Headteacher and Board of Governors.

Regularly check both internally and externally for any potential danger to pupils, staff or visitors and report immediately to the Headteacher/line manager.