

Site Manager (Mansfield Cluster)

Job description and person specification

Job description

Post title: Cluster Site Manager

Salary: Grade 5

Position: 37 hours per week, 52 weeks per year

Reports to: Academy Business Manager/Estates & FM Manager

Diverse Academies is a multi-academy trust with a vision to inspire, to raise aspirations and to create brighter tomorrows. Across primary, secondary and special settings, we share a common mission to nurture curiosity, develop wellbeing and empower children and young people to go beyond their aspirations. Together, we believe we can make a difference in our diverse communities, and in the lives of those who learn with us and work with us.

We empower. We respect. We care.

Background

We are working to develop a co-ordinated and flexible approach to the management of our academy estate.

The posts' location will be flexible as required to suit the need of this group of academies, it will involve travel to multiple sites to ensure the required support is offered and tasks are undertaken, and all required statutory requirements are met.

Time will need to be spent gaining an understanding of all the academies and their facilities, operation and staffing.

Purpose of the post

To provide comprehensive support to multiple academies ensuring the building and facilities provide a safe and rewarding learning environment for our students and staff.

Work to support the opening of new buildings, develop understanding of the operation and management of the equipment and systems within these, ensuring their correct function and effectiveness. Train and develop other site staff in their operation.

Work with the Business, Estates and Facilities Managers, senior leadership team to ensure all estates related matters, procedures and policies are proactively and consistently implemented and managed across all sites.

Support with the management of compliance, health and safety for these sites, including risk assessments and operational procedures, all servicing and other statutory requirements are met.

Co-ordinate service contracts and maintenance work as required and arranged by the Trust Facilities Manager.

Develop knowledge of our other academy sites to facilitate and work flexibly across the Trust when required.

Support the management, co-ordinate and develop the knowledge of the site teams within these academies.

Key responsibilities

- Support the operational management and day-to-day deployment of the site teams across the academies
- Support the Trust Facilities Manager monitoring estate-related hard and soft service issues, enabling an efficient and effective estates support service
- Alongside the Estates Manager & Facilities Manager, implementation of all Diverse Academies Health & Safety policies, procedures that relate to premises compliance
- Support with Health and Safety audits, estates related risk assessments and developing a safety culture across the academies, including reporting to the academy Health and Safety Committee as required

Strategy and Planning

- Support in assessing the capabilities of the academies hard and soft services and contribute to continuous improvement to meet future needs
- Work with the Estates Manager & Facilities Manager to determine and monitor planned preventative maintenance schedules for each academy within the cluster
- Record and log defects related to the sites to ensure they are swiftly and correctly remediated by contractors
- Work with the Estates Manager to prepare and plan for any developments of the academies and project manage their implementation.

Budget and People Management

- Work with the Estates Manager & Facilities Manager to assess and prioritise a programme of maintenance work, service contract requirements for budgeting purposes
- Prepare purchase orders, authorise invoices and payments for contractors in line with following agreed financial requirements
- Constantly review activities to identify possible cost saving opportunities on each academy
- Support with the management of site staff, including personal development, CPD and shift patterns

Health and Safety

- Work with the Estates Manager & Facilities Manager to ensure monitoring and recording of all Health and Safety matters
- Ensure application of, and monitor compliance in line with Diverse Academies Health and Safety Policies, procedure and standard operation practices
- Be involved with estates inspection and planned preventative maintenance activities as required, ensuring these are carried out at the required frequencies and that any corrective actions are implemented and recorded
- Assist with developing, testing and continual monitoring of fire risk assessments, evacuation plans and procedures
- Oversee the work of external contractors on site, ensuring that effective communication is maintained, work is undertaken safely with the required RAMS/permits in place as necessary

Asset Management Procedure

- Assist with updating an inventory of all physical assets in liaison with Estates Manager & Facilities Manager Business
- Ensure all required assets are managed and serviced in line with the manufacturer guidance and recorded appropriately
- Ensuring all assets are disposed of, in agreement and signed off by a member of senior management

Systems and Facilities

- Support in the management and correct operation of the BMS and M&E, along with all other system within each academy, lifts, fire sprinklers etc.
- Work closely with specialist contractors to maintain the BMS and other systems on each site, including meter reading
- Support in the management of EV Charging systems, ensuring all statutory obligations are met where installed
- Assist with fire risk assessments, evacuation plans and procedures and testing of equipment

Continuity, Maintenance and Security

- Support with reviewing business continuity and disaster recovery plans with the Business Manager and Facilities Manager
- Monitor physical security systems to protect each academy and liaise with associated contractors (fire and intruder alarms, CCTV)
- Keyholder duties responsible for opening and locking of the site and ensuring the security of the premises and its contents
- Attending to the intruder alarms where applicable, boarding up and making buildings secure following acts of vandalism

Support Request Management

- Ensure requests for work/faults via the electronic logging system are monitored and allocated in a timely manner. Communication to staff outcomes or delay of remedial actions as appropriate
- Highlight repeat faults or high-risk areas where alternative approaches could be taken

Communication

- At all times work in a proactive way and communicate manner openly with the teams in the academies to help ensure the best possible outcomes and responses
- Work with contractors and suppliers.
- Document systems and procedures
- Co-ordinate activities that may involve or impact both the Trust Catering and Cleaning Managers or their teams within the academy settings.

Additional

- We all have a responsibility for providing and safeguarding the welfare of children and young people we are responsible for or come into contact with.
- Collectively, we share and co-develop best practice for the benefit of all our academies.

- We promote the employment of people with disabilities and will make any adjustments considered reasonable to the above duties.
- You will have the opportunity to access the very best professional development and therefore may be required to attend, from time to time, training courses, conferences, seminars or other meetings.
- This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.
- We empower our colleagues to enable our students and pupils to meet the highest possible standards, and we recognise that all our staff have a role in improving student outcomes.
- The contents and allocation of particular responsibilities and duties may be amended after consultation from time to time as part of a broader structural review.
- We have an established framework of core principles and practice to which all our academies subscribe, which are developed and agreed on in collaboration.
- It is a condition of your employment that as an employee you are expected to adhere to our policies, procedures and guidelines.

Person specification

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Qualifications			
Training/qualification in Facilities Management. Background in site/premises maintenance, schools or similar such establishments. Trade background within the construction industry	✓		Application form
NEBOSH general certificate or similar or willing to obtain qualification		✓	
IOSH Managing Safely	✓		
COSHH	✓		
Experience, knowledge and understanding			
Experience within a relevant electrical / mechanical or facilities trade background	✓		Application form Interview Portfolio of work References
Ability to set and manage budgets	✓		
Experience of controlling and maintaining Building Management Systems (BMS) and control operations, maintenance and improvement		✓	
Experience of understanding, following and applying health and safety regulations and implementing procedures	✓		
Experience of providing specialist advice and guidance to a range of colleagues	✓		
Experience of managing staff, providing full supervision and training	✓		
Experience of operating hydrotherapy pools and the chemicals required		✓	
Experiencing of managing the use of photovoltaics and have sound knowledge of the monitoring regulations		✓	
Experience of maintaining sprinkler systems and other fire safety equipment		✓	
Technical knowledge of building services and HVAC systems		✓	
Experience of managing contractors including obtaining quotes and reviewing risk assessments and method statements	✓		
Have a clean, full driving licence and own transport	✓		

Understanding of statutory testing requirements for fire safety, legionella, asbestos, electrical and plant and machinery	✓		
Experience of producing risk assessments	✓		
Personal attributes, qualities and leadership skills			
Confident, honest, trustworthy and reliable	✓		Application
Ability to work on your own initiative, set priorities and ensure work is planned and undertaken effectively	✓		Interview
To work flexibly in terms of hours and location	✓		
Ability to solve problems within area of work/knowledge	✓		Portfolio of work
Ability to work effectively and supportively within a team	✓		
Ability to lead a team and develop staff	✓		References
Other			
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		
Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that the Trusts Occupational Health provider can ascertain their medical fitness for the post	✓		Pre-employment checks