



## JOB DESCRIPTION

<b>JOB TITLE</b>	Deputy Senior Site Manager
<b>ACADEMY:</b>	Derby Trust Central, with an expectation to travel across the Hub
<b>GRADE</b>	Grade F, SCP 15-20 (£23,541 - £25,991 per annum, full time full year)

### JOB PURPOSE

To be responsible for the maintenance, security and facilities management on school premises and site to ensure a safe environment for staff, pupils and visitors to the school.

To work with the Assistant Estates and Facilities Manager (and deputise in their absence) to plan and deliver all aspects of maintenance and health and safety relating to the Derby hub buildings and grounds, including the maintenance, security and facilities management on the school sites to ensure a safe environment for staff, pupils and visitors to each school.

To have responsibility for two academies and line management responsibility for site assistants.

### KEY TASKS – Maintenance & Improvement

1. To be responsible for the line management, performance & organisation of the Derby hub site peripatetic staff team and to initiate and contribute ideas to continuously improve the performance and quality of the site maintenance service, and the development of the school sites and facilities to enhance the teaching and learning environment.
2. To work with the Assistant Estates and Facilities Manager to plan, develop, implement and progress annual maintenance programmes, to enable the delivery of an effective repair and maintenance provision.
3. To establish constructive relationships and communication with contractors and other agencies and professionals, and oversee that contractors are observing the appropriate health & safety/safeguarding procedures when on site.
4. To monitor performance of contracts and record performance against specified standards, reporting back to the relevant person, as required.
5. Support the Assistant Estates and Facilities Manager in implementing medium and long term plans and maintenance schemes, including Asset Management Plans for all Derby hub sites.

### KEY TASKS – Supervision

6. To line manage a team of peripatetic premises staff undertaking duties including working with the Assistant Estates and Facilities Manager to determine staffing levels required, assisting with

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recruitment and selection, inducting new members of staff, allocating and organising workloads, training and performance management.

7. To ensure site staff receive the appropriate training commensurate to their post, including statutory training requirements.

## **KEY TASKS – Health & Safety**

8. To ensure compliance with agreed health and safety policies and procedures and COSHH regulations with regard to the site and maintenance equipment, materials and general safety.
9. To regularly devise, review and update risk assessments, develop appropriate action plans to mitigate potential hazards and communicate updates to staff.
10. To ensure that all material and electric equipment and systems are maintained, tested and serviced in accordance with health & safety legislation and recommended practices and that appropriate records are kept.

## **KEY TASKS – Security & Access**

11. Oversee the security of the academy sites, including the locking/unlocking school buildings and areas, operation of the fire and burglar alarm systems and main key-holder responsibilities.
12. Undertake regular security checks, safety audits and risk assessments and identify security risks, and either act on them or report them, making recommendations for action to the Principal as appropriate.
13. Monitor fire safety equipment and assist with carrying out fire drills, recommending improvements to safety where necessary.
14. Liaise with police, security and surveillance contractors.
15. Ensure contractors/workers sign in and out of the Visitors book, and that their vehicles are not causing an obstruction.
16. Provide emergency access to the school site when required.
17. Arrange premises for use by external community groups and undertake associated clerical duties, e.g. academy lettings.

## **KEY TASKS – Maintenance**

18. Organise and carry out various maintenance duties and repairs to ensure the general up keep and maintenance of the premises as per specific schedule for the academy.

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19. Organise and carry out minor improvement and decoration work e.g. erecting shelves and notice boards, or painting walls and fences etc, as agreed with the Principal / Head of Estates and Facilities.
20. To be responsible for the implementation of a planned maintenance programme.
21. Arrange, oversee and monitor Planned, Preventative maintenance schedules and alert the Head of Estates and Facilities and Assistant Estates and Facilities Manager to any remedial actions
22. Undertake regular site inspections and identify and record any repair and maintenance requirements.
23. Operation of heating plant, cooling and lighting systems, ensuring the premises are at the correct temperature a designated times, and the water is at an appropriate temperature.
24. Empty litter bins, collect and assemble waste for collection, and support the school's recycling activities.
25. Undertake day to day cleaning duties as required, including graffiti removal and litter picking, and undertake emergency cleaning duties e.g. spillages (this could include bodily fluids).
26. Undertake activities to maintain a safe, clean and orderly learning and working environment e.g. gritting, clearing paths of snow of leaves and keeping drains clear.
27. Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises.
28. Ensure regular health and safety checks are completed e.g. fire alarms, water sprinklers, Legionella testing, etc.

## KEY TASKS - Resources

29. To advise the Head of Estates and Facilities and the Principal on matters relating to energy control and conservation.
30. Maintain records, information and data, producing analysis and reports as required.
31. Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
32. Account for and monitor appropriate budgets for the site.
33. Ensure timely and accurate, preparation and use of specialist equipment, resources and materials.

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34. If appropriate licences are held and associated training has been undertaken, the role may include driving a mini-bus.
35. Ensure lights and other equipment are switched off as appropriate.
36. Porterage duties including ensuring satisfactory receipt distribution, collection and dispatch of goods to and from the school, and organising and participating in the movement of furniture, crates and containers, e.g. preparing halls for exams, assemblies or events.

### KEY TASKS – Supervision

37. Contribute to planning, development, and organisation of systems/procedures and policies.
38. Monitor performance of contracts and record performance against specified standards.
39. Liaise with school meals service contractors in relation to their use of the site and provision of their service where appropriate.
40. Manage and develop cleaning staff and other site employees where appropriate.
41. Establish constructive relationships and communication with contractors and other agencies and professionals.

### STANDARD DUTIES

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the school.
3. To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
4. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
5. To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
6. To attend and participate in relevant meetings as appropriate.

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7. To undertake any other additional duties commensurate with the grade of the post.

## CONTACTS

Pupils, staff, contactors, and visitors to the school

## RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT

**Responsible to:** Assistant Estates and Facilities Manager

**Responsible for:** Day to day aspects of cleaning contract and other maintenance, building contractors. Line Management of Peripatetic Staff. Supporting the Assistant Estates and Facilities Manager in maintaining and developing the Derby hub buildings and grounds. Deputising in the Assistant Estates and Facilities Manager's absence.

## SPECIAL CONDITIONS

Enhanced DBS Disclosure Required  
Casual car user allowance applied to this post

	DATE	NAME	POST TITLE
PREPARED			
REVIEWED			
REVIEWED			



**PERSON SPECIFICATION**

**Job Title:** Deputy Senior Site Manager

	<b>Selection Criteria Essential</b>	<b>Selection Criteria Desirable</b>	<b>How Assessed</b>
<b>Education &amp; Qualifications</b>	<p>NVQ 2 in related subject such as Cleaning &amp; Support Services, or equivalent level of experience</p> <p>Literacy and Numeracy skills equivalent to Level 2 of the National Qualification &amp; Credit Framework</p> <p>Willingness to gain First Aid Certificate</p>	<p>NVQ 3 in related subject such as Cleaning &amp; Support Services, or equivalent level of experience</p> <p>Driving licence free from significant endorsement</p> <p>MIDAS mini-bus training</p> <p>First Aid Certificate</p>	<p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>
<b>Experience</b>	<p>Experience of being a Site Manager in a school or similar environment</p> <p>Handy person or DIY experience to undertake general building maintenance and minor repairs, including the use of associated hand and power tools</p> <p>Experience of completing paperwork, maintaining records and producing straightforward reports</p> <p>Experience of monitoring external contractors/ specifications</p> <p>Experience of communicating and exchanging information with a range of audiences, including giving advice and</p>	<p>Experience of managing a small budget</p> <p>Experience of supervising staff, giving instructions, and ensuring tasks have been completed to deadlines and required standards</p>	<p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>

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	guidance to others on a range of health & safety issues		
<b>Skills &amp; Abilities</b>	Problem solving skills and can use judgement to interpret information and make recommendations/ decisions for action		AF / I
	Organisational skills to prioritise own work and that of team members, to work to deadlines and to work on own initiative		AF / I
	ICT skills to enter data into a computer and keep straightforward records		AF / I
	Ability to respond calmly to emergencies		AF / I
	Ability to manage small building projects and associated small building/maintenance project budgets		AF / I
	Able to undertake some tasks which need some physical effort and fitness appropriate to the duty, including being able to work at heights (after training)		AF / I
<b>Knowledge</b>	Knowledge of health and safety procedures and regulations e.g. COSHH, including moving, lifting and handling regulations and the writing of risk assessments, and mitigation of potential hazards		AF / I
	Knowledge of a range of cleaning procedures required to meet specified standards		AF / I
	Understand and recognise the importance of ensuring a secure and safe environment for children and young people		AF / I
	Understanding the importance of safeguarding and confidentiality to protect pupils		AF / I

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	Knowledge of the planning and implementation of service level agreements		
<b>Work circumstances</b>	To be able to be the main key holder on occasions and attend to “call outs” outside normal working hours		I

*Abbreviations:* AF = Application Form; I = Interview.

**NB. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview**