

Job Profile

Job Title: **Multi Site Manager**

Salary: **Grade 6**

Reports to: **Headteacher, Berewood Primary Academy**

Location: **Located at Berewood Primary and Newlands Primary, you may also be required to work at any location where business is conducted that is within reasonable distance of the academy.**

Function of the post:

You will be responsible for the site and premises of both Berewood Primary and Newlands Primary, ensuring staff, pupils and visitors are safe onsite, with premises in good order and a scheduled maintenance programme that complies with legislative requirements, is cost efficient and meets the needs of the academies providing a strategic leadership and operational oversight.

Principal Accountabilities:

1. Maintain a strategic overview of both school sites, identifying short, medium and long-term maintenance and development need. Work with the Premises and Health & Safety team to identify estates priorities and risk and planning cyclical maintenance and capital improvement needs across both schools.
2. Oversee on-site maintenance contractors, including liaising with the Academy Operations Officer to ensure appropriate safeguarding and safety checks are in line with school policy and prior to contractors working on-site. Ensure work is completed to the required specification and standards, for business continuity within timescale set out in the contract, reporting to your line manager as appropriate
3. Ensure the buildings and sites are secure and functional, undertaking daily security checks including locking and unlocking of buildings and setting the alarms, as and when required. Ensure clear emergency procedures are understood.
4. Monitor the general condition of the exterior and interior buildings, and produce and maintain a rolling redecorations programme, undertaking repairs and maintenance activities to improve the appearance and safety of the buildings and grounds as may reasonably be required and in liaison with the Academy Operations Officer.
5. Work with the Academy Operations Officer and the Trust Premises and Health & Safety team to ensure Health and Safety legislative and statutory requirements are met to ensure the site is a safe environment for pupils, staff and visitors, including completion of risk assessments and ensuring all

statutory checks and test are completed and recorded.

6. Act as Emergency and Reactive Management Lead response to site emergencies (e.g. floods, security breaches, heating failures). Coordinate urgent repairs and ensure appropriate escalation.
7. Effectively line manage the Site Assistant, include work planning and task allocation, performance management and support, ensuring safe working practices and provide clear priorities and oversight of day-to-day maintenance tasks.
8. Alongside the agreed maintenance programme schedules, ensure equipment and systems such as heating, cooling, lighting and alarms are well maintained and in good working order at all times.
9. Coordinate the monitoring of stock and order cleaning and premises supplies in-line with Trust policy and procedure, ensuring products are fit for purpose and stored securely and safely in line with regulatory and best practice. Undertake internal and external collections and deliveries across the sites.
10. In liaison with the relevant parties, support the procurement of services and goods, in line with Trust and Academy policy and procedure and best value for money.
11. To support and assist members of staff and visitors with regard to premises management, ensuring the highest levels of customer service are set and achieved. Deliver a health and safety induction to all new employees of the Academies within a timely manner.

Other Duties

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, the School or the University of Chichester Academy Trust reserves the right to update your job profile to reflect changes in, or to, your post.

Equality and Inclusion:

The University of Chichester Academy Trust and the School believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the School has a number of policies that you should ensure you are familiar with and compliant to. All policies are available from the HR Office. Any breaches may lead to termination of employment.

Right to Work:

British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. For further guidance and information contact the HR Department.

Health & Safety:

To ensure an effective and safe environment that promotes the welfare of children and staff, you will take responsibility to be aware of the risks in the work environment and their potential impact on their own work and that of others. You should familiarise yourself with the School's Health and Safety policies.

Sustainability and Environment:

The University of Chichester Academy Trust is committed to sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of global, regional and local environmental issues. The University of Chichester Academy Trust will support the School in continuously seeking to find ways to improve its environmental performance. Staff are required to support these aims.

Data Protection:

You will be responsible for ensuring that workplace responsibilities, within the Section, are carried out in compliance with the requirements of the Data Protection Act and the Employment Practices Data Protection Code 2002, especially concerning confidentiality, treatment of personal information and records management.

Safer Recruitment:

The University of Chichester Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

New members of staff will be required to apply for Disclosure Service certification as part of the School's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at www.homeoffice.gov.uk/dbs. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1075, applicants for teaching posts are among those who are not entitled to withhold information about any previous criminal conviction.

Principal Attributes and Person Specification:

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated, or equivalent qualifications and experience.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

	Essential	Desirable	Evidenced through
Knowledge and Qualifications	<p>Basic knowledge of building maintenance</p> <p>Knowledge of health & safety regulations and best practice</p> <p>Certificate of Training (or willingness to undertake training) in the use of:</p> <ul style="list-style-type: none"> - Steps, Ladders and WAHR (incl. step stool) - Tower safety - Fire Safety Assessment - Moving and Handling of Objects - Risk assessment 	<p>PAT Qualified</p> <p>Working knowledge of maintenance requirements within a school setting</p>	Application Interview References
Skills	<p>Maintenance skills relevant to the duties of the post</p> <p>Problem-solving skills to enable efficiency in the maintenance of the school</p> <p>IT skills which will enable responding to emails, logging compliance checks, and produce written reports.</p>		Application Interview References
Experience	<p>Demonstrable evidence of successful repair and maintenance at a standard that meets regulatory requirements and adds value to the academies</p> <p>Experienced in undertaking a broad range of duties that are required to meet health and safety standards</p>	<p>Line management responsibility</p> <p>Current and relevant experience of scheduling annual repair and maintenance programme for a number of buildings</p>	Application Interview References
Personal attributes	A calm approach under pressure with an ability to resolve issues.		Interview References

<p>Ability to work alone and unsupervised whilst being part of a wider team</p> <p>Flexible, conscientious and reliable approach to the post</p> <p>Good timekeeper and able to meet deadlines</p> <p>Professional confidentiality</p> <p>Must be prepared to meet the required dress standard including wearing the appropriate staff clothing, which will be provided.</p>		
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16th February 2026