



BATH & WELLS
Multi Academy Trust

'That they may have life, life in all its fullness' John 10:10

Bath & Wells Multi Academy Trust	
Job Title:	Multi-Site Manager
Location:	St Saviour's Infant School St Saviour's Junior School St Andrew's Primary School
Salary Range:	BANES M Scale Point 17-22 (£26,845 - £29,439)
Reports To:	Office Manager at each site.
Full/Part time:	Full Time

The Aim of The Bath & Wells Multi Academy Trust:

To ensure that every school within the Trust provides an outstanding education for every child, rooted in its distinctively Christian ethos.

Bath & Wells Multi Academy Trust Mission Statement: John 10:10 'That they may have life, life in all its fullness'

The Bath & Wells Multi Academy Trust's mission is to provide an education which is life-enhancing for every child. We promise an experience which is lovingly inclusive to all pupils.

Job Purpose

To ensure the school's buildings and furnishings are safe, secure and maintained:

- To standards defined by the school Senior Management Team and governors of each school
- Meet or exceed Health and Safety legislations
- To plan, organise and inspect all works relating to the general site management ensuring that the school's accommodation is fit for purpose and available as required.

Main responsibilities and duties

All of your responsibilities listed below will be carried out across all of the sites which you oversee:

- To manage and supervise all caretaking, building repair and maintenance, janitorial and cleaning services.
- To record, investigate and report findings and/or recommendations to the Head Teacher/Senior Management Team relating to all accidents at work.
- To identify and provide appropriate and regular training to site personnel, and school staff where appropriate, in safe working practices, handling of equipment, machinery, chemicals and materials and manual handling regulations.
- To advise the Head Teacher and the relevant governors' as to the maintenance, upkeep and development necessary within each school.
- To plan, specify and programme work related to the internal site maintenance and repair, responding to repair requests and bids; retaining records and working within budgetary restraints, including emergency repairs and signing off contractor's work and related invoices.
- To specify work, supervise and direct the grounds maintenance contractors.



- To assess and monitor contractor services on-site against agreed specifications, reporting to the Senior Management Team matters of concern regarding standards of work.
- To be responsible for the overall security of the site and to arrange for the locking of the site following end of use and to provide appropriate levels of security (e.g. out of schools hours) for lettings and other related activities, including the setting of the alarm system and responding to call out by the police.
- To ensure that the maintenance and servicing of heating, its operation and monitoring heating requirements as necessary.
- To respond to delivery of large or awkward items and ensure adequate supply of materials and equipment; approve and sign for deliveries; to arrange for internal distribution.
- To work in conjunction with the School Business Manager to organise major repairs and maintenance requirements outside agreed service specification/limitation.
- To monitor all contractors and own work groups to ensure best value, and to assess and propose alternatives to improve the quality/cost effectiveness of the service.
- Overall responsibility for all the Health & Safety requirements of each school including completion/reviewing of relevant site related risk assessments (using EEC Safety Suite), the management of fire (including updating RAMIS and log books), legionella management, and asbestos management.

Supervision and Management

The post holder will often be required to work without direct supervision due to the times of work and/or nature of duties.

The post holder will supervise and direct all caretaking, cleaning, janitorial and grounds personnel on site and jointly supervise contract personnel working on each site.

Problem solving and creativity

Identifying and responding to any problems arising from machinery and equipment breakdowns, or any other incidents occurring during and out of school hours. Making appropriate arrangements for repairs to be carried out, as authorised by the Headteacher and responding in line with agreed school policies and procedures.

Identify cross site efficiencies, e.g. standardising systems/procedures, sharing of equipment/resources across sites (where practical), standardising contractors, use of same products (e.g. cleaning chemicals).

Key Contacts and Relationships

Regular contact with the Headteacher, Senior Management Team, staff and students of each school. Additionally, the post holder may have regular contact with parents, other site users (lettings), contractors and other delivery services.

Regular contact with other such external bodies as to site maintenance and inspection forms part of the duties of the post holder.

Decision making

The post holder will be aware of budget constraints relating to the maintenance of the buildings and grounds of each site, including cleaning materials, minor building and repairs works, fixtures and fittings and general maintenance.

Identification of and responding to health and safety hazards across the school premises.

Resources



Cleaning equipment e.g. buffing machine and chemicals will be used on a regular basis. A detailed and thorough understanding of operation and maintenance of the school alarm and heating systems will be required. Training and appropriate personal protective equipment will be provided.

Working Environment

St Saviour's Infant School – average sized Infant School and linked Nursery building
St Saviour's Junior School – Average sized Junior School
St Andrew's Primary School – Average sized primary school with internal Nursery room

Frequent physical effort, including walking around the sites, lifting and carrying and occasional climbing of ladders within school and workshop environments. Handling and moving deliveries and portorage of furniture and equipment may be required.

Occasionally will require some outdoor works in adverse weather conditions, including the provision of safe access to school buildings when snow or ice problems occur.

Some cleaning tasks and some lifting is required. Routine cleaning may include the movement and handling of cleaning equipment, machinery and school furniture.

Cleaning and maintenance duties may involve dealing with blocked drains and blocked toilets, including clearance of vomit and excrement.

A physically demanding job where frequent handling techniques etc need to be deployed.

Regular VDU use for maintaining H&S records / schedules.



PERSON SPECIFICATION

Job Title:	Multi-Site Manager
Location:	St Saviour's Infant School St Saviour's Junior School St Andrew's Primary School

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Experience	<ul style="list-style-type: none"> • Minimum level 2 qualification in relevant subject. • Experience of working using health and safety procedures. • Experience in the supervision and maintenance of premises. • Health and Safety Qualified or willingness to undertake training. • Approved certificates in the use of specialist equipment, (e.g. wood machinery, circular saws), or willingness to work towards. • Previous relevant supervisory experience in a senior caretaking or related post. 	<ul style="list-style-type: none"> • Managerial experience and qualification • IOSH Managing Safely Course
Knowledge	<ul style="list-style-type: none"> • Knowledge of Health and Safety and Fire legislation and best practice. • Good knowledge of building and associated trade • Detailed knowledge and understanding of and be able to advise, guide and apply the statutory requirements of risk assessment and avoidance, the manual handling regulations and the handling of hazardous chemicals (COSHH) 	
Skills and Abilities	<ul style="list-style-type: none"> • Ability to use discretion • Ability to plan and priorities work • Self-motivated and ability to use initiative to deal with situations • Ability to work in an organised manner • Ability to maintain confidentiality • Ability to undertake physical work 	
Work-related Personal Requirements	<ul style="list-style-type: none"> • Willingness to help • Flexible approach to work 	

I agreed that I have read the job description which is fair and accurate statement of the requirement of the position:

Job Holder: Date:



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Line

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Manager:

Date: