



Shaw
Education
Trust



Careers

at Shaw Education Trust



Job Title:	Site and Premises Manager
Grade:	7
SCP:	SCP 24 – SCP 28
Conditions of Service:	Support Staff Contract
Responsible to:	Headteacher

Job Purpose

To manage and provide efficient and effective facilities support to the school including ensuring that the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards set by the school and that heating systems operate at optimum efficiency. The post holder will plan and prioritise their own workload and manage the tasks of their own team.

Key Responsibilities

Line Management

- Undertake recruitment/induction/appraisal/training/mentoring of site staff.
- Hold regular team meetings with appropriate and managed staff.
- Undertake regular facilities and site meetings with Principal/Business Manager.
- Manage the overall facilities and site provision services provided within school.

May be required to manage a small team of site and cleaning staff to ensure:

- Adequate cover for holiday periods.
- Adequate cover for outside normal school hours.
- Providing cover for emergency call out.

Security and Safety

- To ensure heating plant and equipment is efficiently and effectively operated, make adjustments as necessary and report defects and malfunctions to the Principal/Business Manager.
- To be responsible for maintaining the security of the premises (buildings and grounds) and its contents including monitoring the school's CCTV system.
- Maintain light fittings replacing where necessary minor parts such as tubes, bulbs, fuses, starters and diffusers, in accordance with safe working practices.
- Remedial action after break-ins, for example boarding up broken windows, reglazing small and large internal windows
- Liaising with school management in relation to the formulation of risk assessments where applicable.
- Undertake risk assessments and COSHH procedures as appropriate.
- Assist with fire evacuation procedures and other appropriate safety procedures as identified.

Maintenance and Cleaning

- To arrange to clear blockages, remove debris from sinks, toilets, drains, and clean up spillages as required.
- In the event of a burst or leaking water pipe, the water supply should be turned off, spillage removed and furnishings cleaned.
- To ensure that the school and ground are litter free. Litter bins are to be emptied and the contents disposed of on a daily basis.
- To be responsible for ensuring clear and safe pedestrian access to the school particularly in adverse weather conditions (e.g. snow clearing, gritting).
- To dispose of waste material in a safe, hygienic manner ensuring that it is available for collection as required.

- May be required to drive the school minibus/and /or carry out weekly minibus maintenance checks.
- To undertake weekly premises and building checks reporting to the Principal/Business Manager.
- To undertake regular tests of the water system (e.g. checking temperature, quality etc.).
- Advise and/or undertake renovation projects.

Facilities Management

- Contribute to the planning and policy in relation to the school facilities and premises.
- Project manage repairs, maintenance and installation.
- Manage, monitor and record readings as appropriate for essential services, e.g. gas, oil water, electricity etc.
- To assist and advise the Principal/Business Manager in relation to matters relating to energy and conservation.
- Ensure that plant and equipment is adequately maintained including the regular testing and maintenance of electrical equipment.
- Review and maintain records of plant and equipment maintenance, tests, fire evaluation drills, fire officer inspections and fire extinguisher maintenance.
- Ensure the first aid requirements for the premises are formally assessed and adequate provision is made.
- Ensure that relevant systems are in place for the management of asbestos, control of legionella and excessive water temperature.
- Undertake relevant administrative tasks, preparing reports as required for the Executive Business Manager.
- Compare costs for various services and goods before choosing the best options for the facility and reporting to the Principal/Business Manager.

Joinery

- First line maintenance of fixtures and fittings. Minor repairs as a temporary measure after break-ins, vandalism etc. Minor repairs to fixtures and fittings such as replacing locks or painting
- Minor repairs to furniture, replacing door and window catches.
- Advice, and/or undertake, where appropriate renovation projects.
- Fit, and arrange shelves, notice boards etc.

Plumbing

- Unblocking sinks, traps and waste pipes. Adjustment and re-washing of taps. Stopping leaks.
- Liaising with contractors in relations to larger building maintenance projects.

Resources

- To undertake portage tasks as required including setting up and clearing away furniture.
- Responsibility for replacement of paper towels, toilet rolls and soap in toilets and teaching areas e.g. Technology, Science, Art & Craft.
- To monitor stock levels of consumable items such as grit, toiletries, light bulbs/tubes and cleaning materials for which the college is responsible and arrange to replenish supplies in accordance with current procedures.
- To maintain appropriate records including intruder alarm log book and fire alarm book. To test alarm systems weekly and lighting when appropriate.
- To attend to, where necessary, personnel visiting the site such as contractors, representatives of utilities (gas, electric) and monitor any work being carried out within the

post holder's area of responsibility.

- To report emergencies in the case of faults with gas, electric and water supply to the designated senior leader and emergency services.

Professional Accountabilities (this list is not exhaustive and should reflect the ethos of the school)

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school's objectives through:

Financial Management

- Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare.
- The post-holder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.
- Assist with the development and implementation of health and safety plans, policies and procedures, and evaluating practices and facilities to ensure compliance with legal guidelines

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Appreciate and support the role of other professionals.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Contribute to the achievement of the school's objectives.
- **Promote inclusion and acceptance of all pupils within the school.**
- Establish good working relationships with pupils, acting as a role model and setting high expectations.
- Be aware of, support and ensure equal opportunities for all.
- Assist with pupil needs as appropriate during the school day.

Safeguarding

- Take responsibility for promoting the safety and welfare of all pupils.
- Report all concerns to an appropriate person.
- Co-operate and work with relevant agencies to protect children.
- Ensure all statutory requirements are adhered to, including prevention.

This job description is not prescriptive, nor necessarily a comprehensive definition of the position.

Notwithstanding the duties in this job description, you will be expected to undertake any other duties and tasks which are not specifically listed but are within the scope and remit of this post to ensure the effective delivery and development of the service.

Qualifications and Experience

Qualifications/Training

- NVQ 3 Building Maintenance & estates service, or equivalent qualification in a relevant discipline.

Experience / Knowledge / Skills

- Good numeracy/literacy skills.
- Extensive experience of working in a site security, maintenance environment
- Experience of working to contracts and has ordered and managed materials
- Experience of leading and managing a team
- Good understanding and ability to use specialist equipment/resources e.g. for recording temperatures, materials etc.
- Ability to organise, lead and motivate other staff within the site team.
- Ability to plan and develop systems of improvement in relation to the building and/or site.
- Able to interpret policies/codes of practice/ legislation.
- Must be able to relate well to children and to adults.
- Have good organisation, planning and prioritising skills.
- Methodical in approach with a good attention to detail.

Codification of expected norms and behaviours

Leadership, of self and others		
Attitude	Aptitude	Functional Capability
<ul style="list-style-type: none"> • Build relationships between yourself and the team, and between team members. • Unify not divide the team, promote a culture of respect. • Manage conflict well and pro-actively. • Embrace and welcome accountability of self, and for team. • Care for the well-being of your team/colleagues. • Support the retention of good staff by creating a positive culture around workforce development and team communities. • Ensure good communication amongst your team and the wider organisation as appropriate. 	<ul style="list-style-type: none"> • Ensure effective workforce development and training for self and all, including coaching and mentoring. • Spot and nurture talent – in yourself and in others. • Positively engage in development opportunities and aptitude development. 	<ul style="list-style-type: none"> • Ensure clear roles and accountabilities for the team are well understood. • Develop and promote mutual accountability between colleagues in the team. • Deploy staff and resources effectively across the team. • Manage the workload of self and team. • Know your team(s)/colleagues well.
Model our values and behaviours		
Attitude	Aptitude	Functional Capability
<ul style="list-style-type: none"> • Build trust within your teams and across the Trust. • Create and contribute to a psychologically safe environment so staff can work and flourish within your team and across the Trust. • Value compassion • Encourage a can-do approach personally and across your team. • Positively challenge poor behaviour and call it out. 	<ul style="list-style-type: none"> • Be self-reflective on your own strengths and be proactive in seeking support (via colleagues, reading or CPD) to understand any areas for improvement and ensure your development in these. 	<ul style="list-style-type: none"> • Display professional credibility to team, peers, and trustees.

<ul style="list-style-type: none"> • Be highly and consistently visible across the organisation and within your team. • Demonstrate a consistent approach and calmness. 		
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Motivate and inspire

Attitude	Aptitude	Functional Capability
<ul style="list-style-type: none"> • Celebrate and acknowledge success of self and others. • Show and demonstrate the value of others – create an abundance culture where all can be successful without threat or competition. • Demonstrate drive and ambition for self, team and Trust. 	<ul style="list-style-type: none"> • Engage in wider networking, development opportunities and/or reading to gain inspiration and personal motivation. • Understand and share your ‘why’ – and revisit it regularly. 	<ul style="list-style-type: none"> • Communicate a precise and clear vision. • Set the journey ahead which is understood by all. • Evidence sharp goal setting and achievement. • Ensure errors, oversights and mistakes are rare.

Reflection

Attitude	Aptitude	Functional Capability
<ul style="list-style-type: none"> • Demonstrate transparency and integrity within team and across the Trust. • Accept responsibility and be vulnerable, avoid a blame culture. 	<ul style="list-style-type: none"> • Take time to know yourself and engage in self-reflection and learning. • Ask thoughtful questions and seek the truth. • Give and accept feedback. 	<ul style="list-style-type: none"> • Encourage your team to reflect on efficiency and effectiveness, striving to gain a constantly improving approach.

Secure accountability by giving tools to succeed by...

Attitude	Aptitude	Functional Capability
<ul style="list-style-type: none"> • Giving generously with your time. • Ensuring 1:1 meetings are useful and effective in driving improvement. • Providing support and removing barriers to success. • Be true to your word, if you say you will do something, do it. 	<ul style="list-style-type: none"> • Have high expectations of yourself and others, seek out best practice. 	<ul style="list-style-type: none"> • Ensuring absolute clarity in terms of expectation and ‘the ask’. • Allocating resources effectively to support KPI delivery. • Be willing and able to have challenging conversations.

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

JC 14.02.2024

Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.