

Job Title: Site Manager

Reporting to: Business Manager

Grade: 9

Responsible for: Site and cleaning team

Overall Purpose of the Post

To take a lead role for health and safety management across the academy. To be responsible for the day-to-day operational management, safety, cleanliness and security of the academy site and ensuring that it is safe for all users

Main Duties and Responsibilities

- Supervise the site and cleaning team and meet regularly with the Business Manager to ensure effective communication within the team, distributing tasks within the Facilities team according to skill level and availability;
- Check site regularly (at least weekly) for any potential Health and Safety issues, taking corrective action where necessary;
- Complete risk assessments in relation to any concerns on site and take any corrective actions where necessary;
- Maintain and manage a schedule of works to ensure that the site is kept operational. Prioritise work as appropriate;
- Ensure accurate records are kept of all work carried out, including fire and water safety checks; liaise with Business Manager or Principal over prioritising work to be done;
- Manage the academy minibus procedures and ensure that all checks have been undertaken;
- Monitor and check energy and water consumption to ensure efficiency;
- Ensure all contractors visiting the site are fully inducted on health and safety procedures, relevant risk assessments and provided with the Asbestos register;
- Monitor cleanliness of site, internal and external, and ensure standards of cleanliness are met.
- Ensure the moving of school furniture is undertaken with due regard to current Health and Safety and Lifting and Handling regulations;

- Manage all site related issues in the case of an emergency or site closure. Ensure that site is made accessible as quickly and efficiently as possible with minimum disruption to staff and students.
- Opening and closing of academy premises, including for the purpose of lettings, functions, maintenance and emergency services as required;
- Ensure the correct checking of alarms and fire equipment and emergency procedures.
- Oversee the building maintenance system and provide the Business Manager with recommended solutions to building issues;
- Manage the resolution of any minor repairs or work requiring external contractor intervention;
- Identify any major site requirements to the Business Manager and work with them and the Estates Director to resolve;
- Ensure lettings are carried out as per letting agreements;
- Check and control system functions, regularly check heating system, with due regard to appropriate safety requirements, report all defects to qualified heating engineer.
- Be responsible for implementing and recording a robust programme for the Portable Appliance Testing of all electrical (with the exception if ICT equipment) equipment in designated areas, ensuring Health and Safety legislation is followed.
- Be responsible for implementing and recording a robust risk management programme of Legionella, including risk assessment and testing/monitoring.

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts:

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.