

Job Description

- Post:** Site Manager - South Wigston High School (SWHS)
- Grade:** Grade 6, Point 15-18 (£31,067 - £33,366)
- Responsible to:** Academy Operations Manager and Academy Principal
- Hours of work:** 37 hours per week, 52 weeks a year

Overall purpose of this post:

To be responsible for planned in and daily management of Academy premises, ensuring the Academy is always fully operational and compliant with all relevant legislation, working with the Trust Estates and Compliance Manager to deliver an outstanding premises service.

Role and Responsibilities:

These will include, as appropriate, those that reflect the Trust's key value: "Winning Hearts, Inspiring Minds" through Collaboration, Inspiration, Diversity and Community.

1. Responsible for the day to day health and safety of the Academy site, ensuring efficient use and maintenance of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment.
2. Responsible for the acceptance and distribution of deliveries within the Academy, as required, whilst following financial policy and procedures.
3. Identify, arrange and undertake planned and reactive maintenance of the building and basic repairs to fixtures and fittings as required.
4. Organise and support the Academy with internal operational requirements such as setting up of assemblies, sporting requirements, exams, parent and open evenings and other required activities.
5. Lead on activities that enable the estate to be clean and well maintained at all times.
6. Attend regular line management meetings with line manager, to determine and set priorities, recording and reporting on actions, ensuring the premises team provides a prompt and efficient service at all times.
7. Provide effective line management to direct reports, and enable their personal and professional development.
8. Support with the recruitment, induction and training of new team members.

9. Engage with onsite training on health and safety issues with the premises team and wider staff.
10. Be responsible for regular checking and operation of systems such as plumbing, heating, electrical and mechanical equipment and fixtures and fittings, ensuring all systems and equipment comply with the appropriate legislative and health & safety regulations.
11. Ensure all routine, planned and reactive works are carried out and recorded promptly on the Trust's online compliance platform, with supporting documentation uploaded where applicable.
12. Implement and monitor cleaning schedules so that they are in place and monitored effectively to ensure high standards at all times.
13. As a designated key holder, responsible for ensuring the security of Academy buildings and site and, when required, providing out of hours and emergency access to the Academy site.
14. Work within health & safety legislation, Trust health and safety requirements and local health and safety procedures.
15. Work with Trust appointed facilities management and estates personnel to ensure the smooth management of any works, from quote to completion.
16. Responsible for contractors whilst on site including compliance with the Trust's safeguarding and safer recruitment procedures for signing in and management of contractors and visitors.
17. Provide effective on-site support for capital projects so that they are completed to time, on budget, meet relevant regulations and are fit for purpose.
18. Operate within the parameters of designated premises budget.
19. To ensure the Academy complies with asbestos reporting in compliance with the Control of Asbestos Regulations 2012, that Asbestos Management Plan is kept up to date, and routine checks are undertaken and recorded accurately.
20. Onsite management of the asbestos management plan and raise awareness to all building users and external parties of the risks of asbestos in the workplace.
21. To be the onsite lead for estates with health and safety audits and fire risk assessments, ensuring they are carried out effectively and that any action plans for areas of concern, or that require improvement, are undertaken in a timely manner.
22. Advise and support Academy staff with health and safety with related issues and queries.

23. Support the Trust Estates and Compliance Manager with ensuring the efficient, effective, high quality and value for money use of external contractors.
24. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

General

1. To maintain competence in role by engaging with professional development as required.
2. To be prepared to work flexibly during busy periods.
3. To develop constructive relationships and communicate professionally with other colleagues, students, parents/carers and external contractors/suppliers.
4. Attend and participate in meetings as required, sharing experience and skills with others.
5. Be a positive representative of the Trust and Academy within the local community.
6. To perform other ad hoc duties and assignments that are commensurate with the post's grade whenever reasonably instructed by the Trust Estates and Compliance Manager or Academy Principal.
7. To report all concerns to an appropriate person.
8. To comply with the Academy's child safeguarding procedures, reporting any safeguarding concerns to the Academy's designated child safeguarding person.
9. To comply with Trust and Academy policies and procedures at all times.

Person Specification - Site Manager South Wigston High School

Ref	Criteria	E/D	A	R	I
1. Qualifications and Training					
1a	A level of numeracy and literacy sufficient to carry out the duties of the post (min Grade C/Level 5 GCSE Maths & English)	E	✓		
1b	Level 3 Health and Safety related qualification (IOSH, NVQ, City & Guilds), or equivalent, and/or 2 years experience in a similar role.	E	✓		
1c	First Aid Trained	D	✓		
2. Knowledge and Skills					
2a	General knowledge of building maintenance and cleaning, and associated relevant skills	E	✓		✓
2b	Ability to undertake general repairs and maintenance	E	✓		✓
2c	Ability to use initiative and work without supervision	E	✓		✓
2d	Have a working understanding of Health and Safety issues relevant to the post	E	✓		✓
2e	IT literacy (including Microsoft packages, Internet and Email)	E	✓		
2f	Display a willingness to learn and develop, to attend training and engage with professional development	E	✓	✓	✓
2g	Excellent organisational and time management skills	E	✓		✓
2h	Able to work flexibly to meet the needs and priorities of the role	E	✓		
2i	Ability to keep accurate records	E	✓		✓
2j	The ability to communicate effectively to a range of people on site; members of the public, school staff and external contractors	E	✓	✓	
3. Experience					
3a	Experience of supervising/managing others	E	✓	✓	✓
3b	Experience of building and maintenance procedures	E	✓		✓
3c	Experience of working with Health and Safety legislation	E	✓		✓

3d	Experience of budget management	E	✓		✓
3e	Demonstratable experience of identification and mitigation of risk within an Education or similar setting	E	✓		✓
4. Personal Qualities					
4a	Ability to remain calm whilst under pressure	E	✓	✓	✓
4b	Professional, approachable and solution and service focused	E	✓	✓	✓
4c	Work in ways that promote equality of opportunity, participation and diversity	E	✓	✓	
4d	A commitment to abide by and promote the Learning without Limits Academy Trust Equal Opportunities, Health and Safety and Child Protection Policies	E	✓		
4e	Professional in appearance, manner and attitude	E	✓		

E - Essential

D - Desirable

A - Application Form

R - Reference

I - Interview (certificates to be provided)