

1.1 Post Title: Senior Site & Facilities Manager
 Responsible to: Business Manager
 Grade: Grade 8 £27,008
 Hours: 40 Hours per week, 8.30am – 5.30pm
 27 days annual leave plus bank holidays

1.2 Main Purpose of Job

- To be responsible for the day-to-day operational management, safety, security and maintenance of the whole school site, the maintenance of our three sites and to ensure the Academy complies with all current legislation relating to site safety and management. The post holder will ensure that the sites are well maintained, safe and secure for all users and ensure high standards of site supervision and effective use of resources to enhance the learning environment for students and staff.
- Daily line management of one other site team member.

1.3 Site Maintenance

Responsible for maintaining the sites in a good state of repair and appearance including all buildings and facilities, roads and pathways, grounds and gardens.

Principal Tasks

- Undertake emergency and planned maintenance and repairs within capability; respond effectively and maintain a log of such works.
- Maintain all equipment, tools and plant in a safe and good condition; liaising with external suppliers and services where necessary.
- Maintain the school grounds to a high standard ensuring grounds are litter free. Where required, liaise with external contractors to maintain cost-effective schedules.
- Liaise with the Business Manager in the preparation of maintenance and capital expenditure project / work plans; liaise with contractors and be their main point of contact.
- Procure contractors for larger maintenance tasks in liaison with the Business Manager
- Manage all contractors on site, ensuring that all health and safety requirements are met, monitor their performance and inspect completed work.
- Undertake routine inspections of the site including daily maintenance checks.
- Maintain computerised/paper records of all regular checks undertaken.
- Responsible for heating and lighting systems throughout the premises; arrange to remedy any problems and to participate in cost saving projects.
- Undertake and document a termly risk assessment of the whole site and other risk assessments / health and safety checks as directed by the Business Manager.
- Attend regular meetings including a weekly review of sites with the Business Manager.
- Regularly visually inspect outside areas for defects and potential hazards including condition of boundaries, fencing, building exteriors and trees.
- Manage the school minibuses – MOT's, servicing repairs etc.
- Manage day to day security of the site and CCTV
- Be main keyholder for the site including the management and operation of the intruder and fire alarms.
- Portable appliance testing and record keeping
- Minor electrical, plumbing and general DIY repairs

1.3 Fire & Security

As the designated Fire and Security Officer ensure that all systems are regularly maintained and tested, appropriate records kept and all related policies and procedures are reviewed and updated as necessary.

Principal Tasks

- Ensure the Oxford building is locked and unlocked at appropriate times (including daily locking up); setting and disarming of alarm systems.
- As a primary keyholder be prepared to attend out of normal working hours as and when required.
- Ensure internal security procedures are adhered to; reporting any issues to the Business Manager.
- Regularly walk around all buildings to monitor maintenance standards, lighting and heating use and that windows and doors are secured. Report and act upon any issues with the appropriate staff.
- Test fire alarm call points weekly and regularly check other fire equipment e.g. extinguishers for damage or expiration; change batteries in detection equipment as required; maintain logs of all checks. Liaise with the fire and security contractors to arrange for servicing and repairs.
- Maintain the Fire Risk Assessment, updating where appropriate and resolving any issues.
- Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations.
- Initiate the necessary procedures quickly and accurately relating to the emergency services, e.g. Police, Fire, Gas and Electricity Board.
- Ensure effective lettings, ensuring clients are briefed on fire safety and evacuation, the premises are cleaned as required and the site is secure. Some evening and weekend cover may be required in connection with school events and lettings.

1.4 Health & Safety

- Ensure the school complies with all current legislation in relation to site safety and facilities management; including the maintenance of appropriate records.
- Keep accurate records for fire safety checks as per Fire Safety folder
- Keep accurate records of water safety checks as per Water Safety folder
- Monitor and check energy and water consumption to ensure efficiency
- Participate in the continuing development of robust, transparent health and safety systems and procedures.
- Support health and safety training initiatives and deliver components where appropriate.
- Commit to the growth and maintenance of a positive risk management culture within the school; assisting staff where necessary.
- Assist with writing and updating policies as required.

1.5 Portering

Provide a portering and furniture moving service to ensure supplies are in place and school activities can proceed as expected.

Tasks

- Transfer goods and materials delivered to the school to appropriate locations around the school sites; assist with assembly of goods received where necessary and report any defects.
- Regularly set out and clear away furniture, equipment and other items when required in connection with meetings, training etc.

1.6 Cleaning & Welfare

Participate in and ensure that the site is kept clean, tidy and attractive in order to minimise risks to the health and safety of those using the school site and to ensure the activities of the school can take place in an environment suited to learning.

Tasks

- Main point of contact for cleaning contractors including owners and operatives.
- Ensure high standards are maintained, operatives efficiently employed and value for money achieved.
- Manage refuse and recycling procedures and ensure relevant staff are aware. At least half-termly clean all bins to keep hygienic and deter pests and rodents.
- Keep all outside areas clean and tidy, e.g. litter clearance, leaf and tree debris clearance, refuse bin compounds.
- Carry out emergency cleaning as required.
- Monitor supplies of cleaning materials, personal hygiene products, and sundry items; working with cleaning contractors to ensure effective replenishment.

This post holder is responsible for ensuring that all Radcliffe Academy Trust Child Protection Policies are adhered to and concerns are raised in accordance with these policies.

The nature of this post will require flexibility to meet urgent work needs as they arise. The job description therefore is not intended to be exhaustive and it is expected that there will be other tasks to be agreed from time to time. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied after discussion, subject to the needs of the Service and in keeping with the general profile of the post.

A review of this job description will be carried out as part of the annual appraisal.

Selection Criteria
Site & Facilities Manager G8

	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> • Literacy and Numeracy skills equivalent to Level 1 of the National Qualification and Credit Framework. E.g. GCSE Grades A – C • Good IT skills or a willingness to be trained to the required level • Driving Licence and a willingness to use own vehicle when required. 	<ul style="list-style-type: none"> • Relevant trade qualification e.g. carpentry, plumbing, electrical or equivalent level of experience. • Minibus Licence • First Aid
Work Experience	<ul style="list-style-type: none"> • Experience working in premises/facilities environment • Handy person or DIY activities of general building and maintenance nature e.g minor repairs, including the use of associated hand and power tools. • Experience of maintaining accurate records. • Use of ICT systems • Experience of use of appropriate specialist equipment/resources e.g. scaffold, ladders etc • Knowledge of health and safety and hygiene procedures and precautions. 	<ul style="list-style-type: none"> • Building work industry • Previous experience of working in a school environment • Experience of caretaking or being a site keeper in a school or similar environment
Skills/Knowledge/Aptitude	<ul style="list-style-type: none"> • Be a self-starter with strong organisational skills • Ability to maintain positive relationships with students and adults 	

	<ul style="list-style-type: none"> • Capacity to cope with conflicting demands, deadlines and interruptions, whilst maintaining accuracy and attention to detail. • Possess good organisation skills • Commitment to high standards • Ability to work on your own as well as part of a team. • Capable of working with autonomy, within agreed boundaries • Desire and willingness to learn new skills • Ability to respond calmly to emergencies • Able to undertake some tasks which need some physical effort and fitness appropriate to the duty. • The flexibility to adapt to changing workload demands and new organisational challenges. • Use initiative and work pro-actively to find solutions to problems. 	
Personal Qualities	<ul style="list-style-type: none"> • Happy, positive disposition • Calm and pleasant manner • Can do attitude • Sense of humour • Trustworthy, reliable and punctual 	

	<ul style="list-style-type: none"> • Observe confidences and show discretion • Fair and inclusive. 	
Physical	<ul style="list-style-type: none"> • Good general fitness and mobility • An ability to undertake all the physical aspects of the job • Clean and well presented 	
Other	<ul style="list-style-type: none"> • Willingness to be flexible and work across all Meadowbrook sites. 	