



Senior Site Manager

Salary / grade range	SO1, SCP 23-25 (£32,076 - £33,945) 37 hours per week, all year round
Location	Co-op Academy Southfield Grange, Haycliffe Lane, Bradford, BD5 9ET
Reporting to	Operations Manager
Reportees	1x Site Manager

Purpose of role:

Manage a small team of 1 Site Managers, support the Operations Manager, and liaise with the FM contractors, to ensure all aspects of site management are dealt with efficiently and effectively to support both academies with the overarching aim of continuous school improvement.

Key accountabilities (and specific duties / responsibilities):

- Responsibility for the maintenance of legacy buildings and grounds, and for ensuring they are safe to use and that a schedule of works is in place, raising any issues to your Line Manager.
- Responsibility for the security of the Campus legacy buildings, outside the FM Contract, ensuring that all premises are locked each evening, alarmed and secure.
- Responsibility for managing the school minibus schedule, driving the minibuses when required (including for trips), and maintaining them by ensuring they are serviced, cleaned and filled with fuel.
- Analysis of weekly helpdesk reports from the FM company
- Analysis and accurate recording of monthly cost reports from the FM contractor, highlighting any issues with your line manager.
- Responsibility for investigating accidents on Campus and insurance claims, keeping accurate records, and liaising with the insurance broker/company and relevant Health and Safety advisers.
- Responsibility for planning, designing, and keeping accurate records of change notices, and issuing them to the FM Contractor
- Responsibility for housekeeping of legacy buildings and their grounds, ensuring that all are clean, tidy and that the buildings are warm and safe for staff and students, raising any issues to your Line Manager.
- Management of the cleaning contractor, including monthly meetings and audits
- Responsibility for liaising with suppliers and contractors for capital and maintenance works, obtaining the relevant number of quotes to ensure best practice.



- Responsibility for the Campus car parking, ensuring staff and visitors are parked in the correct areas, ensuring that parking in restricted areas is valid.
- Responsibility for setting up and down of events in legacy buildings and as requested, in the main Campus building in conjunction with the other Site Manager and FM Contractor.
- Responsibility for portorage and other ad hoc duties as required outside of the FM contract, e.g delivery of refreshments to meeting rooms outside of catering hours, key cutting, portage in cases of emergencies and disposal of electrical items (WEEE Regulations), etc
- Required to work unsociable hours, including early mornings, evenings, and when required weekends and Bank Holidays.
- Responsibility for providing staff with prompt CCTV footage where required, and liaising with the FM Contractor and Police when required.
- Management of budgets, ensuring they are recorded accurately
- Responsible for health and safety compliance checks, and accurate recording of the checks on the Trust's Parago software
- Responsible for annual reviews and updates of risk assessments, and other health and safety related documents.
- To maintain an accurate filing system suitable for audit purposes.
- To operate flexibly and, in particular, to assist at peak times with budget preparation.
- Ensure confidential, tactful and secure management of sensitive information.
- The above list is not exhaustive or exclusive. The role requires the post holder to be professional, cooperative and flexible in line with business needs of the Trust.
- The post holder is required to undertake additional such duties as may reasonably be expected within the scope and grading for the post.

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Cooperate with the employer on all issues to do with Health, Safety and Welfare

Continuing Professional Development

- Undertake any necessary professional development as identified in the Academies Development Plan taking full advantage of any relevant training and development available
- Undergo appropriate training in order to develop skills for the post



Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated as 'desirable'.	How measured, e.g., application form (A), interview (I), test (T).
Qualifications <ul style="list-style-type: none"> • Good level of numeracy & literacy (GCSE English & Maths) • NVQ Level 3, or Equivalent in Building or Facilities Management • NEBOSH Certificate level • Manual Handling • Good ICT skills • Full UK driving licence 	<p>Desirable</p> <p>Desirable</p>	<p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A/I</p> <p>A</p>
Experience <ul style="list-style-type: none"> • Facilities Management in a similar role • Practical building or maintenance skills • Managing a team, including performance management, induction and training. • Working with a range of contractors on capital and / or maintenance projects • Delivering services to meet customer needs • Working in an education establishment • Health and Safety in the workplace, including risk assessment • Managing budgets • Managing competing priorities and working to tight timescales 	<p>Desirable</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
Skills, Ability, Knowledge <ul style="list-style-type: none"> • Knowledge and understanding of Health and Safety requirements • Knowledge and understanding of Building Management systems • Excellent customer service skills and the ability to understand the needs of the business • Excellent organisational skills • Ability to prioritise work for yourself and others • Good communication skills both verbal and written • Ability to pass on knowledge and good practice to other members of staff • Ability to set and maintain high standards • Self-motivation and imagination 		<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>



<p>Personal Qualities</p> <ul style="list-style-type: none"> • Able to relate and communicate with a wide range of stakeholders (students, staff, external and internal contractors, members of the public, etc.) in a calm and courteous manner. • Self-motivation and personal drive to complete tasks in the required timescale and to a high standard. • A 'can do' problem solver and self-starter • High levels of integrity, honesty and credibility • Works well in a team • Attention to detail • Commitment to own personal and professional development, including maintaining an up-to-date awareness of developments of all aspects of the role • Patience • Resilience and perspective 		<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<p>Equal Opportunities</p> <ul style="list-style-type: none"> • An understanding of and commitment to equal opportunities 		
<p>Safeguarding</p> <ul style="list-style-type: none"> • An understanding of and commitment to safeguarding and promoting the welfare of children and young people 		
<p>Other</p> <ul style="list-style-type: none"> • Willing and able to work unsociable hours over a 7-day period rota, including daytime, early mornings, evenings, weekends and Bank Holidays. Available outside normal working hours to undertake extra duties to accommodate special events 		

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.