



DRAFT JOB DESCRIPTION

JOB TITLE:	Senior Site Manager
GRADE:	Grade E
WORKING WEEKS/ HOURS:	52 weeks; 37 hours per week
TIMES WORKED:	8.00am to 4.00pm Monday - Friday
BASE:	Site Office

ORGANISATIONAL ARRANGEMENTS:

Job holder: to be appointed

Reports to: Trust Estates Manager (day-to-day direction)

GENERAL STATEMENT

To represent Wildern Academy Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming site.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for Wildern Academy Trust employees. Attendance at training courses is required as part of professional updating.

The holder of this post will work under the day-to-day direction of the Headteacher and the Trust Estates Manager. Qualities of flexibility and a willingness to provide quick and efficient service are required.

JOB PURPOSE

To support the Trust Estates Manager in their duties. Key responsibility to co-ordinate, manage and monitor the duties of the Site Team, providing an efficient and effective service and ensuring that all timescales are met.

RESPONSIBILITIES/ACCOUNTABILITIES:

Under the direction of the Headteacher and the Trust Estates Manager, and in accordance with the practices and procedures of the School and the Trust, the Senior Site Manager will be responsible for the following tasks:

- To be the Headteacher's Health and Safety representative
- To support the Headteacher in all School's Health and Safety Site related issues, to oversee the Mechanical and Electrical contractors, along with the Cleaning and grounds maintenance contracts.
- To ensure the schools policies, risk assessments and working procedures are current and up to date. Making any changes as required/identified.

- Prepare and maintain work/inspection and testing schedules; standard operating procedures for all maintenance works, inspection and testing of plant, equipment, tools, facilities, vehicles etc.
- Ensure all estates and facilities paperwork is kept secure and up to date.
- Establish and maintain a bring up diary and recording system linked to all aspects of Health and Safety, servicing, training and documentation.
- Liaison with the School Community Teams to ensure that all hirers and functions meet with Health and Safety legislation.
- To be the Legionella competent person, undertaking any training required, ensuring that all aspects of the Legionella controls are kept up to date, carrying out water temperature monitoring.
- To be the Asbestos competent person, ensuring that Asbestos is safely managed on site. Advising the Head teacher of any concerns.
- Responsible for the management of security.
- To oversee the management of the Site Department, shift rotas, holiday coverage and if required sickness cover ensuring that cover is provided for all aspects of the school and community use.
- To ensure all statutory and regulatory Health and Safety checks and inspections are being carried out and recorded, notifying the Trust Estates Manager of any ongoing concerns.
- Be a phone holder for after hours and call outs as necessary.
- Ensure effective co-ordination with the cleaning contractor in conjunction with Trust Estates Manager and to monitor that the buildings and furnishings are cleaned in accordance with the specification of the cleaning contract, and an effective system of recording of the level of cleaning exists.
- Monitor personnel appointed by the cleaning contractors
- Monitor and organise cleaning within agreed school budget provision before or after community activities of all forms, including variation daily cleans during holiday periods.
- Ensure knowledge and familiarisation of whole site services infrastructure and all security and fire alarm systems.
- Be responsible for ensuring good lines of communication with Senior Leadership Team; TEM and Site Team.
- In consultation with the Trust Estates manager, be responsible for prioritising, managing and monitoring the Site Team's workload, ensuring that timescales are met.
- Manage the work practices of the Site Team to ensure the most efficient and effective methods are being employed, providing training as necessary.
- To ensure the Site teams members are trained to carry out their roles safely, including induction training and updating of skills on Inset Days and as necessary.
- Carry out Performance Management reviews for members of the Site Team as requested, identifying any training needs.
- In consultation with the Trust Estates Manager, be responsible for ensuring cover is provided for all Site Team absences, including annual leave and sickness, and being flexible to take part in the shift pattern to provide cover if required. This may include evenings and weekends as required.
- Monitor the quality and quantity of work achieved by the Site Team.
- Be responsible for ensuring that all Health & Safety regulations are adhered to and make appropriate suggestions for change/development to Trust Estates Manager.
- To ensure effective liaison between site/school and contractors when required as appropriate.
- Ensure security of the site, including;
 - i) Open and close the School, including school gates, and arranging access to the site for contractors and other person's at all reasonable times as agreed between the Trust Estates Manager and the Head Teacher.
 - ii) Intercept intruders/trespassers and when not possible alert the Police.
 - iii) Set, test and operate the fire and intruder alarms on a regular basis.
 - iv) Respond to out of hours call-outs in respect of the intruder and fire alarms, alerting and liaising with the emergency services as necessary.

- Ensure the security company is kept fully informed of any temporary or permanent changes to keyholder status.
- Carry out minor repairs, maintenance and redecoration on the School site, including painting, plumbing, carpentry and plaster repairs, as directed.
- Allocate, programme and supervise minor repair, maintenance and redecoration work and horticultural operations carried out by the site staff and carry out such work directly when required.
- Be responsible for contacting and liaising with the Maintenance contractors in respect of day-to-day mechanical and electrical issues for all areas of the site, including community.
- Be responsible for liaising with contractors and all representatives of the Local Authority while on site.
- Detect and report any building defects and organise emergency repairs to buildings, furniture and equipment in liaison with Trust Estates Manager as appropriate.
- Direct contractors reporting to the site of repair and maintenance work and verify that contractors have attended to and completed the tasks for which they have been hired.
- Manage all work sheets relating to work carried out by contractors. Cross refer work / job sheets with contractor invoices when produced to ensure billing is accurate with work undertaken.
- Assist with organisation including preparation and clearing of areas before and after major building works.
- Arrange for the movement of furniture and equipment within the site. Arrange that maintenance of furniture and fittings is carried out by the Site team or contractors as appropriate
- Ensure that all delivery checking in and out systems are complied with and assist with the checking off and distribution of items delivered to the site, as required.
- Be responsible for logging community and school bookings into the Site Diary /Scuba ensuring Site Assistant cover is available and informing the Cleaning Co-ordinator of any areas that require special consideration/ extra cleans.
- Ensure that contractors and site staff sign and check that Asbestos register as required.
- Ensure that the school EET testing schedule is maintained and kept up to date across site.
- In liaison with Trust Estates Manager be responsible for the minibuses, ensuring that regular servicing and MOT and licensing dates are met, emergency contact documentation is maintained and the general condition of the vehicles is kept to a high standard.
- Be responsible for making the necessary arrangements for any repairs to the minibus and the hiring in of replacement minibuses as necessary.
- Maintain a full, clean driving licence and undertake MIDAS training.
- Provide MIDAS training for all designated staff ensuring that they hold relevant driving licence.
- Advise Head Teacher and Trust Estates Manager on all matters regarding MIDAS / DVLA regulations in relation to the minibuses.
- Drive the minibus as required, including the transportation/collection of pupils, etc. and the collection of goods.
- Maintain full records for site work.
- Ensure that the minibus diary is available and updated.
- Maintain a record of the working time, holiday time, length and reasons for absence ensuring that all school policies are strictly adhered to. Liaise with the HR Office to ensure central records are maintained. Highlight any potential clashes to the Trust Estates manager.
- Undertake any necessary action as directed by the Head Teacher or Trust Estates manager in the event of bad weather or emergency, e.g. clearing of snow or ice from paths, dealing with floods, fires, break-ins, major damage, removal of graffiti, excreta, bodily fluids, etc.
- Responsible for the operation of systems required for ensuring the smooth running of the school, including lighting and heating equipment, changing light bulbs and fluorescent tubes, fire fighting equipment and alarms.
- Ensure the issue of soap, toilet rolls and paper towels and such other items as required by the School. Reorder stocks when required using a value for money approach.

- Maintain an up-to-date inventory of school caretaking and maintenance equipment
- Sort and keep records of defects sheets, prioritising them to ensure that Health & Safety defects are given a high priority.
- Ensure adequate records are kept of any reported defects.
- Advise Trust Estates Manager / Central Services Manager of any health and safety and security issues
- Take overall responsibility for ensuring that:
 - i) the grounds and hard areas remain tidy by the removal of litter, and hard areas remain clean by sweeping and hosing;
 - ii) drains and gullies are kept clear of blockages;
 - iii) accessible gutters are checked and cleared;
 - iv) Standards of grounds maintenance are monitored and problems with the grounds maintenance are reported to the Trust Estates Manager.
- Undertake a range of horticultural and grounds maintenance as required or directed by the Trust Estates Manager.
- Ensure that day-to-day liaison is maintained with the ground maintenance contractors to ensure the required standards are maintained.
- Deal effectively with contact/enquiries from members of the public, visitors, contractors, pupils, staff, parents and officers of the authority.
- Carry out such other duties as may reasonably be required by the Headteacher, SLT and Trust Estates Manager.

NOTES

- Hours of work are 37 per week. The post holder will be expected to work between 8.00am and 4.00pm Monday to Friday inclusive of a 36min lunch break, which may be taken at times to be agreed with the Trust Estates Manager.
- It is a requirement of this post that the Senior Site Manager ensures the site is fully staffed and that they allocates any necessary overtime in agreement with the Head Teacher and Trust Estates Manager.
- Some overtime may be necessary from time to time to cover lettings and school functions, this is to be agreed in advance with the Head Teacher and Trust Estates Manager.
- The hours of work may be subject to change during school holidays and where the Head Teacher and Trust Estates Manager considers it necessary to meet operational requirements.
- The post holder is required to provide cover in the absence of one of the Site Assistants by adjusting normal times of working.
- Hours of work/designated lunch times may be subject to change for operational reasons.
- All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the Trust Estates Manager, HR Manager and Headteacher to enable records to be kept.
- Holidays can be taken during term time. Dates will be agreed in consultation with the Head teacher and Trust Estates Manager.
- The School and site is open between the hours of 6.00 am and 10.30 pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is

subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This post holder's IPP would be line managed and undertaken by the Trust Estates Manager.

Date Prepared:	28 th March 2021
Prepared By:	
Date Reviewed:	14 th October 2021
Reviewed By:	Craig Twyman