

## Job Description

---

**Job title:** Site Manager

**Reports to:** Hard Facilities Manager

### Key responsibilities

- To ensure that the premises and grounds of the academy are maintained and developed
- To ensure the security and fabric of all buildings is maintained at all times and be the primary contact for out of hours emergency call outs
- Manage the relationship with all estates contractors at the academy
- To contribute to the creation of a safe, positive environment that is conducive to the promotion of learning
- Responsible for the delivery of all works, projects and compliance checks at the Academy
- Line Management of estates staff within the academy
- Day-to-day management of any third-party contractors
- The implementation of all LAT and academy policies relating to estates and facilities.

### Duties

- Direct and manage the Estates Team at the academy including training and developing their skill sets and ensuring health and safety training
- Ensure that the programme of repairs and site improvements are actioned and identify priorities to action as appropriate
- Ensure that the academy is kept free of litter and is well presented at all times
- Ensure that lighting, heating, cleaning and general small maintenance requirements are functioning to appropriate standards
- Ensure that all utilities are managed in the most cost-effective manner whilst making sure that the environment is conducive to learning
- To monitor the work of all contractors
- To ensure that all work (maintenance and development) complies with relevant building, Health and Safety, and Statutory regulations
- To manage the academy's minibuses fleet
- To develop, maintain and review the Premises Development Plan to provide a costed, prioritised, rolling programme of repairs and maintenance work
- To ensure that all furniture arrangements and accommodation requests are in place on time, especially for examinations
- To ensure porterage provision for members of staff
- To maintain electronic estates management records
- To maintain records of premises work undertaken by staff and contractors
- Provide excellent customer service to all site users
- Carry out minor repairs and maintenance tasks when required
- Provide site support to other sites when requested
- Escalate, where necessary, to the Central Estates Team, issues that cannot be resolved locally
- To carry out other relevant duties as required by the Hard Facilities Manager

### Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

#### **Notes**

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

## Person Specification

Technical competencies	Essential	Desirable	Assessed via*
Ability to demonstrate experience in working in a similar environment	✓		A/I
NEBOSH General Certificate or equivalent/willingness to work towards	✓		A/I
Experience of working in an education environment		✓	A/I
Experience of academies		✓	A/I
Knowledge and understanding of Health & Safety	✓		I
Intermediate computer skills, with use of Google Suite or equivalent	✓		I/T
Trade background i.e. plumbing		✓	A/I
Demonstrable practical building maintenance skills	✓		A/T
Ability to work hands on as well as managerial role	✓		I/T

Additional competencies:	Essential	Desirable	Assessed via*
<b>Communication:</b> Excellent written, analytical and verbal communication skills.	✓		A/I/T
<b>Drive and resilience:</b> Increases energy and effort when circumstances demand to achieve positive results.	✓		I
<b>Influence and Negotiation:</b> Persuades and negotiates by building common ground and listening in order to positively influence situations.	✓		I
<b>Innovation:</b> Generates new ideas and tries out different approaches.	✓		A/I
<b>Response to change:</b> Communicates changes positively and helps to make changes work by supporting others. Willingness to undertake training and obtain qualifications as required by the business.	✓ ✓		I I
<b>Teamwork:</b> Encourages teamwork by actively supporting others and promoting the team.	✓		I
<b>Management:</b> The ability to manage a diverse team.	✓		A/I
<b>Flexibility:</b> Willing to be flexible in line with business needs. Driving licence and able to travel as requested in your own vehicle.	✓ ✓		I I

\*Criterion to be assessed via:

A = application form or CV/cover letter

I = interview questions

T = test or presentation at interview