



**Location:** The Carlton Academy, Coningswath Road, Carlton, Nottingham, NG4 3SH

**Salary:** Redhill Academy Trust Pay Scale, Band 10, Scale Points 46 - 50

**Hours of work:** 37 hours per week, full time, all year round. Hours of work will be varied between the hours of 6am and 10pm with occasional weekends, bank holidays and the requirement for out of hours emergency call outs.

**Responsible to:** Operations Manager

**Responsible for:** Site Supervisors, Cleaning Supervisor, Site Assistants and Cleaners

**Post objective:** To be responsible for hard and soft services in managing the school's facilities as well as all daily duties and responsibilities connected with the fabric and grounds of the school.

#### Main Duties and Responsibilities:

##### Organisation & Management – Staff

- Management and supervision of the school's site team as well as monitoring the work of contractors on site.
- Meet regularly with the Operations Manager and ensure effective communication within the site team.
- Distribute tasks within the Site team according to skill level and availability.
- Ensure all members of the Site Team are suitably trained and equipped for the roles they carry out within school
- Carry out Performance and Development Reviews for staff.
- Build relationships with colleagues across the school, ensuring facilities support learning objectives and operational disruption is managed.
- Provide effective leadership and development of the School's Maintenance team, ensuring estates related issues and Health and Safety risks are resolved quickly and efficiently.

##### Health and Safety

- Develop and manage the whole school planned preventative maintenance programme for all school assets ensuring compliance with all statutory requirements, industry best practice and approved codes of practice.
- To ensure the Trust Estates procedures are implemented at the Carlton Academy.

- Check site regularly for any potential H&S issues, taking corrective action where necessary and advising senior leadership on such actions.
- Keep accurate records for fire safety checks as per Fire Safety Folder.
- Keep accurate records of water safety checks as per Water Safety Folder and inline with Legionella L8 guidance .
- Complete risk assessments as required, taking corrective action where necessary.
- Play a prominent role on the school H&S Committee, maintaining all H&S documents.
- Undertake any other site related H&S work as required.
- Ensure compliance to statutory regulations including, but not exclusive to, asbestos, PAT and legionella testing.
- Clear leaves, snow, ice, moss and detritus as appropriate, including treatment of surfaces with salt etc.
- Complete an annual internal Health and Safety Audit and carry out any recommendations identified.
- To act as the Health and Safety Representative for the Academy

### Site Management

To assume responsibility for, and undertake/delegate the following as appropriate, between the site team:

- To manage the School campus inline with the Department for Education Good Estates Management Guidance and the Trust Estates procedures
- Responsible for the care and maintenance of all buildings and hard services across an Estate comprising classrooms, sports facilities and residential properties.
- Ensure you update and maintain the electronic file system (Every) with regards to Health and Safety, Planned Preventative Maintenance, Compliance and Help Desk Function.

### Heating

- Regular maintenance of the system functions, regularly checking heating systems with due regard to appropriate safety requirements.
- Ensure the boiler plant equipment, including heater cabinets, is cleaned and maintained in accordance with the specification and report faults.

### Internal Maintenance

- Report all defects which require specialist repair, inspect electrical fittings and report defects as required.
- Regularly inspect plumbing and report/repair defects as appropriate, synchronise clocks, time switches etc., as required.
- Ensure repairs to fixtures and fittings – desks, tables, chairs, lights – as appropriate.

- Order and take delivery of materials to deal with repairs mentioned above.
- Subject to safety regulations, redecoration of any area, agreed as reasonable on instruction from Operations Manager.
- Carry out minor works in order to improve the site as required by the Operations Manager and Board of Governors.

## External Maintenance

- Maintain and manage a schedule of works to ensure that the site is kept operational, prioritising and delegating work as appropriate.
- Ensure completion all repair and maintenance tasks within capability as promptly as possible being aware of pressures within the school.
- Ensure accurate records are kept of all work carried out and liaise with the school Operations Manager over prioritising work to be done.
- Procure contractors for larger maintenance tasks in liaison with the school Operations Manager. Monitor the work undertaken.
- As required by the Operations Manager, ensure graffiti is removed/obscured.
- Assume responsibility for waste management within the school, ensuring an effective and healthy operation.
- Ensure repairs to all fences, gates, walls, steps, lights etc., delegating to the Grounds and Landscape worker where appropriate.
- Maintain cleanliness and general tidiness of all external hard areas.

## Facilities Development

- Review the development of the school site, regarding efficiency, whole life cost and constant enhancement of the site.
- Under the direction of the Operations Manager and Headteacher, develop and present a scheme of continual site improvement for the development of the school's facilities.
- Analyse space and plans, procure the drawing of 2D and 3D plans, layouts and elevations to support any development bids.
- Act as project manager on all school developments, overseeing and maintaining responsibility for the work of contractors on site.
- In conjunction with the Operations Manager, ensure there is an effective plan for developing and delivering environmental sustainability improvements relating to the School Estate. Responsible for energy usage tracking and driving measures to reduce carbon emissions and fuel consumption.
- Comply with instructions received from the Operations Manager concerning letting procedures and carrying out as per lettings agreement.
- Where requested by the Operations Manager, be on site during the course of lettings to give any assistance to the hirer of the facilities hired.
- Ensure that, where appropriate, the requirements of the Licensing Justices are met during any letting.
- Carry out as required by the Operations Manager any necessary cleaning of areas within the letting agreement and car parking duties.

### Security and Associated Duties

- Carry out security procedures for school buildings and grounds.
- Organise the opening and closing of premises, including gates, doors, windows, fire exits etc., for the purpose of school use, lettings, out of hours functions, maintenance and emergency services.
- Regularly checking the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed.
- Be aware of, and report as necessary, security issues both during normal opening hours and out of hours.
- Attend to intruder alarms out of hours, liaising as necessary with the emergency services, including calling out of emergency services as required.
- Reporting acts of vandalism to the Operations Manager and/or Police as necessary.
- Be the main key holder for the school site.

### Budget Management

- Manage the maintenance budget in line with the school's finance policy and liaise with the Operations Manager regarding the Capital Works budget.
- Be mindful of best value at all times and discuss funding issues with Operations Manager.

### General

- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the school's policies and procedures.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.



## SITE MANAGER

### Person Specification

	Essential	Desirable
<b>Qualifications &amp; Training</b>	<p>Good standard of general education (GCSEs or equivalent in English and Maths).</p> <p>Recognised qualification in a relevant trade (e.g., plumbing, electrical, carpentry) or significant practical experience.</p> <p>Health &amp; Safety qualification (e.g., IOSH or NEBOSH) or willingness to undertake training.</p> <p>First Aid at Work qualification or willingness to obtain.</p>	<p>Trade-specific qualifications (e.g., NVQ Level 3 in a relevant discipline).</p> <p>Facilities Management qualification (e.g., IWFM Level 3 or above)</p> <p>Asbestos Awareness Training.</p> <p>Fire Warden Training.</p> <p>Manual Handling Training.</p>
<b>Experience</b>	<p>Proven experience in a similar role within a school, public sector, or similar environment.</p> <p>Experience in premises management, maintenance, or facilities management.</p> <p>Experience in managing health &amp; safety within a workplace, including risk assessments and compliance.</p> <p>Supervisory experience, including managing contractors and site staff</p>	<p>Previous experience in an educational setting.</p> <p>Experience in managing budgets related to site management.</p> <p>Experience in energy management and sustainability initiatives.</p>

<b>Knowledge and Skills</b>	<p>Strong understanding of building maintenance, heating, plumbing, and electrical systems.</p> <p>Knowledge of health &amp; safety legislation, fire safety regulations, and COSHH.</p> <p>Ability to manage and prioritise workload effectively.</p> <p>Ability to complete minor repairs and maintenance tasks independently.</p> <p>Understanding of security procedures and ability to manage site security effectively.</p> <p>Good IT skills, including using email, spreadsheets, and premises management systems.</p> <p>Excellent communication and interpersonal skills to liaise with staff, contractors, and external agencies.</p> <p>Knowledge of safeguarding procedures within an educational setting.</p>	<p>Familiarity with local authority and trust policies and procedures for school premises management.</p> <p>Understanding of accessibility regulations and requirements for educational settings.</p> <p>Ability to develop and implement a planned preventative maintenance schedule.</p> <p>Understanding of environmental sustainability in site management.</p>
<b>Personal Attributes</b>	<p>Reliable, proactive, and able to work independently.</p> <p>Positive attitude with a commitment to high standards.</p> <p>Flexible approach to working hours, including availability for call-outs and weekend work when required.</p> <p>Strong problem-solving skills and attention to detail.</p>	<p>Willingness to undertake further training and professional development.</p> <p>Strong leadership skills to motivate and manage site staff effectively.</p> <p>Commitment to the ethos and values of The Carlton Academy.</p>

	<p>Strong people skills with the ability to manage a wide and diverse team</p> <p>Commitment to working as part of a team to support the school community.</p>	
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