

Job Description

Post Title:	Site Manager
Location:	Arnold Hill Spencer Academy
Salary/Pay Range:	NJ25 – NJC29, £35,234 - £38,626
Hours of work:	Full Time, Permanent.
Reporting to:	Facilities Manager and Principal.

Purpose of Role

To provide efficient and effective site management to the Academy ensuring the security, maintenance, cleanliness and general appearance of the buildings and surrounding areas are maintained in accordance with the Spencer Academies Trust standards.

To lead, manage and participate in a team responsible for the safety, suitability and availability of the Academy premises, facilities and buildings systems, such that teaching and learning can be carried out in a clean, safe, well-maintained and secure environment.

Nature and Scope

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

Main Duties and Responsibilities

Working as part of this important team you will be required to carry out the following duties. They are meant to provide a working framework within which the post holder should exercise initiative, flexibility and accountability. The nature of the Academy year requires some of these tasks to be done regularly whilst others will be on an annual cycle. Responsibilities include (but are not limited to) the following:

Management and Leadership

- To supervise, direct and quality assure the work of the facilities team, including the staff annual review processes.
- To liaise with a wide range of users of the premises. To act as the first point of contact for most site and facility-oriented enquiries.
- To quality assure the work of the appointed cleaning and grounds maintenance contractors.
- To participate in meetings relating to the planning, management and operation of the Academy site and lettings.
- To identify appropriate relevant training for self and colleagues, and where appropriate to deliver training in the correct maintenance and operation of the Academy premises and building systems.
- To participate in training activities and review meetings to support continuous Academy improvement.

- In partnership with the Facilities Manager, to undertake regular reviews of the operation of the Academy site and facility management function and services, recommending and implementing improvements.

Administration

To undertake appropriate administration including the use of computer hardware and software in accordance with Academy and Trust policies including but not limited to:

- Work scheduling, holiday planning, appropriate internal and external communications.
- Heating and Build Management system operation.
- Gas, electricity, other fuel and water meter readings and records.
- Sourcing materials and services for maintenance, servicing and repairs, to ensure “Best Value”.
- Delivery sheets and inventory records.
- Arranging and recording the periodic inspection of systems including fire safety systems, water management and legionella prevention, asbestos condition monitoring, emergency lighting, insurance inspections, portable appliances, ladder and access systems, as necessary.
- To support the development of specifications and implementation of repair/maintenance/development initiatives.

Security

- To assist in the development and implementation of the Security & Staff Safety Plan.
- Act as a key holder and attend emergency call out situations, using own vehicle to attend emergency call outs. Boarding up and making secure as necessary.
- To manage the contracted key holders.
- Maintaining, operating and monitoring the intruder alarm system, CCTV system and other security equipment.
- Ensuring the security of the premises and its contents. To ensure the Academy is opened each morning and staff to ensure its fitness for use.
- Ensuring assets are security marked. To ensure the Academy asset database is maintained up to date and is annually checked by liaising with Academy staff and outside contractors as necessary.

Shift and weekend working

- Shifts will be worked when required.
- Availability and willingness to attend to the requirements of hirers of the premises for the purpose of evening and weekend lettings.
- Ability and willingness to attend intruder and fire alarm callouts.
- Flexibility is required to accommodate the changes required of the Academy.

Cleaning

- To manage the cleaning of the Academy’s premises, and to identify and rectify problem areas. This includes ensuring the swift removal of graffiti, ensuring that toilets are clean, stocked, and fit for use, ensuring the cleaning and unblocking of gutters, gullies and drains, ensuring the cleaning of internal and external glass, windows and mirrors, light fittings and skylights, and ensuring the cleaning and preparation floors of halls, corridors, stairs, furniture etc as required.
- Ensuring external hard surfaces, paths and turf areas are kept clean and tidy and safe.
- Ensuring the collection and disposal of refuse including that collected by the cleaning contractors in accordance with environmental best practice.
- Liaison with cleaning contractors, recycling contractors, grounds maintenance contractors

Heating

- The timely requisitioning of fuel supplies to ensure “best value” and continuous building availability.
- The operation of the Academy’s heating system including the computerised building energy management system to achieve desired occupancy temperatures in a cost-efficient manner, ensuring the reliable operation of plant including boilers, circulation pumps, controls, valves, tanks, gauges, heaters, radiators etc. To ensure the cleaning and maintenance of heater cabinets and filters.
- The identification and implementation of cost-effective energy saving measures.
- To ensure faults are identified and reported. To ensure the provision and operation of temporary heating equipment
- Booking the bi-annual servicing of the heating system and acting on any findings accordingly.

Porterage

- To ensure goods and materials are promptly delivered, and are stored in a safe secure manner
- To review spare items in storage, ensuring especially that caretakers’ storage areas are tidy and safe, and that unnecessary items are disposed of in a timely and environmentally acceptable manner.
- To ensure the setting out and putting away of furniture for examinations, meetings, dinner time, lettings etc.
- To ensure that furniture, stock and equipment are safely moved around the premises when required.
- To drive Academy vehicles for the purpose of collecting materials and taking vehicles for servicing

Building Systems

- To maintain up to date records and plans of the location and condition of building systems.
- To have a working knowledge of the location and operation of various buildings systems, and contribute to their efficient operation, including but not limited to:
 - Electricity supply, distribution and fuse panels,
 - Lesson bells system, Lighting control systems, Emergency Lighting systems,
 - Intruder Alarm system and CCTV system,
 - Fire prevention and alarm system,
 - Heating and building energy management system,
 - Hot and cold water distribution and storage systems, water pressurisation systems,
 - Drainage and sewer systems including foul and top-water drains, down pipes etc,
 - Locking, key and security access systems.

Maintenance and Safety

- Safeguard health and safety, taking reasonable care of him/herself and all persons under his/her control and guidance in accordance with the provision of health and safety legislation.
- To undertake specific health and safety management responsibilities described in the Academy and Trust Health & Safety Policies.
- To undertake and maintain up to date COSHH, manual handling and other risk assessments.
- To hold and maintain appropriate qualifications to erect and use scaffold towers, use woodworking machines.
- To hold a current relevant First Aid qualification.

- To ensure and quality assure the cost-effective resolution of site maintenance issues. This may include, but is not limited to:
 - To carry out periodic condition surveys in relation to maintenance, furniture, decoration, curtains and blinds, floor and stair surfaces, etc, ensuring sufficiency and suitability for use.
 - To carry out maintenance and repairs within the limit of his/her competence.
 - To wear and use appropriate personal protective clothing and equipment.

Additional Information

Although a 37-hour week is in operation, the nature of the post requires flexible working patterns to meet the needs of the Academy and Trust. Consequently, working arrangements will be determined by the Principal and/or Trust Estates and Facilities Manager. Prolonged working above the 37 hours may attract time off in lieu where this is agreed in advance with the Facilities Manager.

Safeguarding

Staff are expected to uphold the Academy's policies in respect of Safeguarding and Child Protection and ensure the safety and wellbeing of all learners.

This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.

Other duties

Undertaking any other duties, which may reasonably be regarded as within the nature and the responsibilities/grade of the post, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Person Specification

	Essential	Desirable
Qualifications and experience		
Good standard of education, minimum of GCSE Maths and English grade C or equivalent	✓	
Recent proven and relevant experience of site management including building maintenance	✓	
Recognised training/qualification associated with site management		✓
Experience of commercial cleaning operations		✓
Full clean driving licence	✓	
Proven experience of planned preventative maintenance scheduling	✓	
Previous experience in an educational environment		✓
Health and Safety Qualification		✓
Previous experience of Project Management		✓
Knowledge and skills		
Knowledge of Health & Safety Legislation – willing to undertake training as appropriate.	✓	
Working knowledge of a range of basic site maintenance and environmental matters	✓	
Thorough and demonstrable knowledge of building maintenance works (fabric and internal systems e.g. heating, plumbing, carpentry, electrical etc.)	✓	
Good level of ICT skills including the use of Microsoft Office software (Word, Excel)	✓	
Knowledge of lettings/Sport/3G pitches		✓
Ability to work calmly under pressure	✓	
Ability to communicate clearly orally and in writing	✓	
Ability to work collaboratively with others	✓	
Ability to work within Academy based systems and specified timelines, to include the Every Compliance system	✓	
Sound planning, negotiation and influencing skills together with ability to gather information, analyse data and problem solve.	✓	
Personal qualities		
Excellent interpersonal skills with the ability to maintain strict confidentiality	✓	
Initiative and ability to prioritise own work and that of others to meet deadlines	✓	
Efficient and meticulous in organisation	✓	
Able to follow direction and work in collaboration with the leadership team	✓	
Able to work flexibly, adopt a hands-on approach and respond to unplanned situations	✓	
Ability to evaluate own development needs and those of others and to address them	✓	
Commitment to the highest standards of child protection and safeguarding	✓	
Recognition of the importance of personal responsibility for health and safety	✓	
Commitment to the Trust's ethos, aims and whole community.	✓	