

Job Profile

Job Title: **Site Manager**

Reports to: **Academy Operations Officer**

Hours: **Full Time (Split shift pattern)**

Location: **Academy Based**

Function of the post:

To be responsible for the maintenance and security of the school premises and site, ensuring the school meets with health and safety legislation and is a safe environment for the school community.

Principal Accountabilities:

1. Ensure the buildings and site are secure, undertaking daily security checks including locking and unlocking buildings and setting the alarms, as required.
2. Monitor the general condition of the exterior and interior buildings, undertaking repairs and maintenance activities to improve the appearance and safety of the buildings and grounds as may reasonably be required.
3. Responsible for maintaining accurate and current records and reporting procedures in accordance with academy and regulatory procedures to ensure the academy maintains strict health and safety standards, including fire, legionella, site security, asbestos, COSHH, emergency lighting, and electrical tests. Undertake PAT testing of school electrical stock in line with current legislation. Ensure best practice is maintained in all areas via routine and thorough annual assessments of premises, both internal and external.
4. Responsible for the production and delivery of a five-year maintenance plan for the school, on a continuous rolling programme, recommending redecoration, repairs and maintenance activities and ensure all works comply with legislative or statutory regulations and completed in accordance with the works schedule and academy procedures.
5. Operate equipment and systems such as heating, cooling, lighting and alarms ensuring they are maintained in good working order at all times. Proactively liaise with external agencies to ensure faults are remedied as they arise.
6. Supervise onsite maintenance and health & safety contractors, checking that work is completed to required standards and within required timescales.
7. Act as the lead contact point with the external provider of the cleaning contract to ensure the cleanliness of the school is maintained, whilst also achieving value for money. Proactively manage problems as and when they occur, and attend regular monitoring meetings.
8. Responsible for the grounds' maintenance, with the majority of grounds upkeep undertaken by the post-holder. Work with and manage external contractors and oversee any planned ground improvement work where appropriate.

9. In liaison with the Academy Operations Officer, ensure that correct procedures are followed for purchases, gathering quotations, and monitor stock and order supplies as required and in-line with academy procedures, ensuring best value for money.
10. Oversee the management of room requests, ensuring rooms are prepared for use in a timely manner and to the layout required, including unlocking and opening rooms and securing equipment or additional furniture as requested. Rooms should be returned to their default layout at the end of the session, and the room user advised to return equipment or resources not normally stored in the room. Rooms should be secured and locked when not in use. Undertake various collections and deliveries across the site.
11. Support and assist members of staff and visitors with regard to premise management, ensuring the highest levels of customer service are set and achieved. Deliver a health and safety induction to all new employees of the Academy within a timely manner.
12. Support income generation within the Academy through lettings, liaising with external users, ensuring the premises are prepared and maintained for specific needs.
13. Support the First Aid arrangements for the school, including attending to and recording incidents and injuries in line with procedure.
14. Attendance at the Finance & Resources committee meeting on a termly basis, presenting to Governors a paper written in respect of site related issues.

Other duties:

You are required to undertake such other duties appropriate to the salary grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with the post holder, the University of Chichester Academy Trust reserves the right to update your job profile to reflect changes in, or to, your post.

Equality and Inclusion:

The University of Chichester Academy Trust and the School believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the School has a number of policies that you should ensure you are familiar with and compliant to. Any breaches may lead to termination of employment.

Right to Work:

British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. Please advise if you require any guidance or further information on this.

Health and Safety

You are responsible for ensuring that workplace responsibilities within the Section are carried out with full regard to, and in support of, the School's Health and Safety Policies.

Sustainability and Environment:

The University of Chichester Academy Trust is fully committed to sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of global, regional and local environmental issues. The University of Chichester Academy Trust will support the School in continuously seeking to find ways to improve its environmental performance. All staff are required to support these aims.

Data Protection:

You will be responsible for ensuring that workplace responsibilities, within the Section, are carried out in compliance with the requirements of the Data Protection Act 2018 and the Employment Practices Data Protection Code 2002, especially concerning confidentiality, treatment of personal information and records management.

Safer Recruitment:

The University of Chichester Academy Trust and School are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

New members of staff will be required to apply for Disclosure Service certification as part of the School's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at www.homeoffice.gov.uk/dbs

Principal Attributes and Person Specification:

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated, or equivalent qualifications and experience.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

	Essential	Desirable	Evidenced through
Knowledge and Qualifications	<p>Good knowledge of building maintenance</p> <p>A good knowledge of health & safety regulations and best practice</p> <p>Certificate of Training (or willingness to undertake training) in the use of:</p> <ul style="list-style-type: none"> - Steps, Ladders and WAHR (incl. step stool) - Tower safety - Fire Safety Assessment - Moving and Handling of Objects <p>Knowledge of regulatory requirements in managing legionella and asbestos.</p> <p>Risk assessments</p>	PAT Qualified	Application Interview References
Skills	<p>Maintenance skills relevant to the duties of the post</p> <p>Ability to make decisions appropriate to the situation</p> <p>Problem-solving skills to enable efficiency in the maintenance of the school</p> <p>IT skills – Microsoft packages, email etc.</p> <p>Good communication skills – both verbal and written, along with the ability to adapt dependant on the audience.</p>		Application Interview References
Experience	<p>Demonstrable evidence of successful repair and maintenance at a standard that meets regulatory requirements and is efficient for the school</p> <p>Experienced in undertaking a broad range of duties that are required to meet health and safety standards</p>	Previous school based experience.	Application Interview References
Personal attributes	<p>A calm approach under pressure with an ability to resolve issues.</p> <p>Ability to work alone and unsupervised whilst being part of a wider team.</p> <p>Flexible, conscientious and reliable approach to the post.</p>		Interview References

	<p>Good timekeeper and able to meet deadlines.</p> <p>Professional confidentiality.</p> <p>Must be prepared to meet the required dress standard including wearing the appropriate staff clothing, which will be provided</p>		
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July 2018