

**Job Description & Person Specification**

**Site Manager**

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| Job Description | |
| Job Title: | Site Manager |
| Pay Grade / Scale / Range: | NJC SO2 SCP26-28 |
| Benefits & Perks: | Occupational Pension Scheme, Occupational Sickness Scheme, Healthcare scheme, |
| Working hours: | 36 hours 40 minutes Full year (hours of worked to be agreed with line manager, based on the needs of the school). |
| Location: | All buildings of Heywood AcademyYou may also be required to work at any site of the New Bridge Group |
| Special circumstances: | Some out-of-hours working required at busy times. |
| Staff responsible to: | School Business Manager (SBM) |
| Staff responsible for: | On site premises staff (Site Supervisors and cleaning staff) |
| Accountable to: | Chief Executive Officer |
| Probationary period: | 26 weeks for new staff to the organisation |

**New Bridge MAT**

**Site Manager**

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| **Purpose of the post:**  To be responsible for all aspects of building management to support Heywood Academy’s education goals and vision. This will include a wide range of duties and responsibilities connected with the fabric and grounds of Heywood Academy. |

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| **Key Tasks** | |
| 1. To ensure that the management and maintenance of all Heywood Academy buildings and environments are effectively undertaken and reflect the requirements of the academy trust deed, articles of association and the scheme of delegation. 2. To carry out a full range of building and cleaning maintenance duties as required 3. To monitor and inspect the delivery of the cleaning and caretaking services on site. 4. To liaise with relevant personnel and external agencies to ensure that sites are secure at all times i.e., opening and closing, regular patrols of the buildings / grounds. 5. To be responsible for ensuring the security of school buildings and site and implement a system for responding to alarm / intruder alerts. 6. To act as a designated key holder, and oversee out-of-hours and emergency access to the school site with the caretaking team 7. To support the caretaking team in undertaking a full range of minor repairs and maintenance. 8. To ensure thorough documenting of the trust’s inspection and maintenance checklist and ensure follow-up actions are carried out effectively. 9. To be responsible for managing contractors whilst on site and ensure work is completed to the required standard. 10. Ensure that all emergency repairs are dealt with promptly. 11. To agree and arrange purchase of premises related equipment and supplies within agreed budget and complying with trust policy and processes 12. To support the SBM to arrange tenders and quotes and manage the appointment of external contractors. 13. To liaise with school staff/departments on premises issues. 14. To support the SBM to facilitate lettings   Working with the School Business Manager and the central estates team to:   1. ensure risk assessments are approved and implemented for all aspects of facilities management. 2. ensure permissions are in place for all works and projects. 3. oversee and be responsible for all compliance requirements of the estate. 4. efficiently source and procure property and construction related services 5. to improve the environmental performance of our buildings and physical infrastructure and to deliver carbon reductions in line with legislative and sector requirements through energy efficiency, waste management, water and sewerage, renewable energy 6. proactively support the school business manager in overseeing capital projects including risk assessments, managing contractors, attending update meetings etc. 7. To produce reports that detail the performance of the estate, 8. To manage the school’s grounds maintenance plan by ensuring that lawns are cut regularly, plants and bushes are kept under control, poisonous plants are removed, beds are weeded and dug over regularly and overseeing all subcontractors' works. 9. Implement Heywood Academy’s estate strategy and ensure it reflects the current and future needs of the curriculum and is in line with Trust requirements 10. Oversea the conditions survey for all sites ensuring timely implementation of actions required 11. Grade the functional suitability of all premises on an annual basis 12. Support the implementation of an asset management plan that details how buildings and maintenance will be prioritised, identifies all polices and processes related to Heywood Academy’s estate, and brings together all land and buildings data 13. To carry out regular monthly reviews in conjunction with the Trust Central Estates Team 14. To attend the operational management meetings with the Central Team   **Health and Safety**   1. Comply with all Authority, Contract and Client statutory Health & Safety procedures and ensure all log books and documents are up to date.   Working with the school business manager and central Health &Safety team to:     1. be responsible for regular health and safety checks of buildings, grounds, fixtures, and fittings, (including compliance with fire safety regulations) and equipment. e.g. fire alarms, water sprinklers, Legionella testing. 2. undertake risk assessments, ensure compliance within the school with all health and safety COSHH regulations. |  |
| **Financial Management**   1. Checking and approving contractors' work, authorising invoices for payment. Raising any discrepancy with sub-contractors and resolving the issues 2. Agree a realistic budget for both preventative maintenance and reactive maintenance and to ensure that budget is allocated across all areas and carefully monitored at regular intervals.   **Personnel Management**   1. Be responsible for the line management of all cleaning and caretaking personnel. 2. Provide leadership and direction to all staff within your remit, developing skills matrix and development plans. 3. In conjunction with the SBM, ensure cover of the site in the absence of premises staff. |  |

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| Standard Duties | |
|  | 1. To work across the New Bridge Group if required. 2. To understand the importance of inclusion, equality and diversity, both when working with students and with colleagues, and to promote equal opportunities for all. |
|  | 1. To uphold and promote the values and the ethos of the school. |
|  | 1. To implement and uphold the policies, procedures and codes of practice of the school, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection. |
|  | 1. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises. |
|  | 1. To participate and engage with workplace learning and development opportunities, subject to the school’s training plan, working to continually improve own performance and that of the team/school. |
|  | 1. To attend and participate in relevant meetings as appropriate. |
|  | 1. To undertake any other additional duties commensurate with the grade of the post. |

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| **Contacts**  Colleagues within the school, staff of other education and healthcare professionals and visitors to the school |

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| **Responsible to:** | School Business Manager |
| **Responsible for:** | Site Supervisors / cleaning staff |

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| Special Conditions:  An enhanced Disclosure and Barring Service (DBS) check is required for this post |

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|  | DATE | NAME | POST TITLE |
| PREPARED | May 2023 | Rita Righini | Executive Director - Operations |
| REVIEWED | May 2025 | Laura Millard  Kayleigh Davies | Executive Headteacher  Head of HR |
| REVIEWED |  |  |  |

PERSON SPECIFICATION

PLEASE NOTE: Governors/Directors will use the criteria below **(those emboldened)** to shortlist. Only those applicants who demonstrate that they meet those criteria (to the Governors/Directors satisfaction) will be invited to interview.

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|  | **Selection Criteria**  **Essential** | **Selection Criteria**  **Desirable** | **How Assessed** |
| **Education & Qualifications** | **IOSH or NEBOSH qualification or willingness to gain**  **Good IT / numeracy / literacy skills / GCSE (or equivalent) Maths and English** |  | AF / I |
| **Experience** | **Experience of caretaking or being a site manager in a school or similar environment**  **Experience of organising and planning maintenance schedules**  **Experience of completing paperwork, maintaining records and producing reports, including financial reports**  **Experience of undertaking a range of line management duties with a team of staff, e.g. recruitment, allocating work and performance management**  **Experience of monitoring external contractors/ specifications, and contributing to planning and progressing buildings projects**  **Experience of communicating and exchanging information with a range of audiences, including giving advice and guidance to others on a range of health and safety issues** | Experience of monitoring budgets and accounting for expenditure | AF / I  AF / I  AF / I  AF / I  AF / I  AF / I |
| **Skills & Abilities** | **Ability to undertake a pool certificate if required Ability to work as part of a team.**  **Ability to communicate well with adults and children.**  **Ability to use a variety of cleaning equipment such as a buffing machine.**  **Ability to complete straightforward paperwork as and when required.**  **Able to undertake some tasks which need some physical effort and fitness appropriate to the duty, including being able to work at heights (after training)**  **Ability to understand and recognise the importance of having a secure and safe environment in the school**  **Ability to understand the importance of safeguarding and confidentiality to protect pupils.**  **Ability to be a key holder on occasions and attend to “call outs” outside normal working hours** |  | AF / I  AF / I  AF / I  AF / I  AF/I  AF/I  AF/I  AF/I |
| **Knowledge** | **Knowledge of health and safety procedures and regulations e.g. COSHH, including moving, lifting and handling regulations and the writing of risk assessments, and mitigation of potential hazards**  **Knowledge of cleaning procedures required to meet specified standards**  **Knowledge of the planning and implementation of service level agreements** |  | AF / I  AF / I  AF / I |
| **Work circumstances** | Commitment to personal development  To be punctual and have regular attendance  The post holder must be willing and able to work flexibly as may be required  To travel and work at any within the New Bridge Group as may be required  Occasional out of hours working to support school functions or evening meetings |  | I  I  I  I  I |

*Abbreviations:* AF = Application Form; I = Interview.

**Any candidate with a disability who meets the essential criteria will be invited to interview**