



## Site Manager

Salary Grade range	£26,421 - £28,770 Scale Point 12 - 17
Hours	37 hours per week, all year round, split shift
Reports to	Business Manager, Head of School

### Job Description

The following information is provided to assist staff to understand the work content of their post and the role they are to plan in the school.

Whilst every endeavour has been made to outline all the duties and responsibilities of this post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.

#### Purpose of role:

Under the instruction/guidance of appropriate senior staff; provide maintenance and security services on school sites and premises.

The Site Manager will be responsible for the safe use and maintenance of equipment and materials used and will be expected to adhere to the academy's rules and regulations relating to facilities such as IT, email and internet access.

#### Key accountabilities (and specific duties / responsibilities):

##### SUPERVISORY/MANAGERIAL RESPONSIBILITIES

- Ensure that the academy and its grounds are maintained as a safe, clean, professional and educational environment for all who work and study there.
- Carry out non-specialist building maintenance works eg; plumbing, glazing, carpentry, decorating etc where such work is agreed as being within the reasonable capacity of normal handyman/DIY skills with strict adherence to Health & Safety regulations.



- Act as a designated key holder, providing out of hours and emergency access to the academy site.
- Provide snow and ice clearance to the site when required and to liaise with contractors for whole grounds clearance
- To maintain a computerised record of all health and safety and building checks, including fire safety, carried out by the site manager and any contractors.
- To regularly check and plan for general maintenance within specialist areas such as water supply, heating, cooling, lighting, plumbing and security (including CCTV and alarms), to ensure safe and effective operation of the academy and report back any issues to the School Business Manager.
- Be responsible for regular maintenance checks, recording results and subsequent necessary actions.
- Be responsible for regular health and safety checks of the building, fitments, equipment and the academy grounds.
- Be responsible for any contractors who come onto the academy site and quality assure all work completed by contractors.
- Contact directly the appropriate services in the event of the following emergencies: fire; flood; break in; vandalism; accident.
- To work as part of a team, to support colleagues and contribute to the vision and ethos of the academy and be committed to personal development.
- Undertake risk assessments and ensure compliance within the academy with all Health and Safety COSHH regulations.
- Liaise with all members of the academy staff and students on any buildings or grounds issues.
- To manage the academy waste, refuse and recycling procedures and ensure that all the academy staff are aware of these requirements.
- To monitor the performance of facilities management services both (hard and soft) contracts awarded by the academy and keep a record of the specified standards criteria.
- Act responsibly to the natural environment.
- Provide a porterage duties and furniture moving service in particular the organisation of staging and furniture for any academy event.
- Monitor all car parking.
- Assist with emergency cleaning.
- Ensure all equipment is maintained in a professional, safe and working order.
- Monitor and replace supplies to all washroom services.
- Be responsible for stock control of all cleaning and general site supplies within a set annual budget and to ensure best value is achieved.
- To undertake any other duties that are commensurate with the role.

The duties of this post may vary from time to time without changing the general character of the post or of the level of responsibility within it.



## SUPERVISION AND GUIDANCE

- Supervise the cleaners and contracts whilst on site ensuring a positive image and a welcoming school environment

## RANGE OF DECISION MAKING

- Decisions to be made within the academy's policies and procedures

## CONTACTS

- Internal at all levels, parents/carers, Governors, Community Groups, Health, Social Services, Police, Local Education Authority, Education Bradford, Contractors, External Agencies

## ENVIRONMENTAL DEMANDS/WORKING CONDITIONS

- Will have long periods of sitting or standing
- Regular outdoor work and exposure to the elements
- May be subjected to antisocial behaviour from members of the public/parents/site users
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you
- Available to work during school hours term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours

## FLUENCY DUTY

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Intermediate Threshold Level

### Intermediate Threshold Level

The post holder should demonstrate they can:

- Express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language

Name (print) :	
Signed :	
Dated :	



## Personal Specification – Site Manager

Attributes	All attributes are essential (E) or desirable (D) as indicated below	How measured, e.g. application form (A), interview (I) test (T)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>● GCSE Maths and English (A*-C)</li> <li>● IOSH certificate</li> <li>● First Aid qualification</li> </ul>	<p style="text-align: center;">E D D</p>	<p style="text-align: center;">A A A</p>
<b>Experience</b> <ul style="list-style-type: none"> <li>● Possess handyman/relevant experience</li> <li>● Will possess site manager/site keeping experience in a school or similar environment</li> <li>● Experience of keeping both electronic and paper records</li> <li>● Experience of managing budgets</li> </ul>	<p style="text-align: center;">E E E E</p>	<p style="text-align: center;">A, I A, I A, I A, I, T</p>
<b>Skills, Ability, Knowledge</b> <ul style="list-style-type: none"> <li>● Have a good working knowledge of plumbing, electrical, gardening and decorating repair procedures</li> <li>● Ability to work as part of a team</li> <li>● Ability to work under own initiative whilst dealing with any unexpected problems which may arise</li> <li>● Willingness to use relevant equipment</li> <li>● An understanding of the main Health &amp; Safety Regulations including COSHH and risk assessment, and how they apply in a school environment</li> <li>● Ability to inspect and record the work of others</li> </ul>	<p style="text-align: center;">E E E E E E</p>	<p style="text-align: center;">A, I A A, I A A, I, T A, T</p>



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<ul style="list-style-type: none"> <li>• Demonstrate good interpersonal skills and be able to communicate with a range of people</li> <li>• Ability to allocate resources</li> </ul>	E	A, I, T
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Passionate about your work</li> <li>• Commitment to support the Coop Trust values</li> <li>• Commitment to support Coop Trusts agenda for safeguarding and equality and diversity</li> <li>• Be sympathetic to and supportive of the ethos of Coop Trust</li> <li>• Willingness to work flexibly to meet the demands of the academy</li> </ul>	E	A, I

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.