

# Job Description

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**Job Title:** Site Manager

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**Location:** Cromer Academy

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<b>Job title</b>	<b>Site Manager</b>
<b>Salary Scale</b>	<b>Scale F</b>
<b>Hours of Work</b>	<b>Part time - 22.5 hours per week</b>
<b>Weeks Worked</b>	<b>52</b>
<b>Responsible to</b>	<b>PA to the Principal</b>
<b>Location</b>	<b>Cromer Academy</b>

#### **Main purpose of the role**

- To assist the Principal in the day-to-day management of the site and buildings through the administration, supervision and monitoring of standards.
- To ensure the site and buildings are maintained to the standard required by the Academy.

#### **Organisational relationships**

- Responsible to the PA to the Principal
- Direct liaison with teaching and support staff as well as external users of the premises including students, Governors, parents, visitors and community users.
- Is the first point of contact for premises related contractors

#### **Principal accountabilities and responsibilities**

<b>Overall</b>	<ul style="list-style-type: none"> <li>• Responsible for the management of the delivery of the service.</li> <li>• Responsible for the security of the premises and its contents, including the operation of fire and burglar alarms and ensuring an effective CCTV system is in operation.</li> <li>• Undertake a key holder role, including locking/unlocking entrances, checking and securing windows and internal doors.</li> <li>• Routine maintenance duties.</li> <li>• Actioning and monitoring work schedules for the team through the Every portal.</li> <li>• Ensuring the Academy is fully compliant in regards to legislation, statutory guidance and Trust risk assessments.</li> <li>• Ensure that all utility related systems, such as heating, lighting, plumbing and power are working properly.</li> <li>• Responsible for the management of premises related Health &amp; Safety matters by ensuring the working environment of the site is maintained in a condition that is safe and secure.</li> <li>• Oversee minor premises improvement projects, dealing with contractors etc.</li> <li>• Plan and organise a site maintenance programme.</li> <li>• Monitor contracts, obtain quotes and manage a budget.</li> <li>• Responsibility for the Academy minibuss by keeping the vehicle in a roadworthy and clean and tidy condition at all times.</li> <li>• Committed to the safeguarding agenda of the Trust.</li> </ul>
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## **Employee commitments**

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In any way possible, in accordance with the role, support students to achieve their potential
- In any way possible, in accordance with the role, improve standards of education
- [Support the inclusion agenda](#)

## **Performance Management**

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

## **Context**

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

## **Miscellaneous**

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

**The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure and Barring Service) to be undertaken. It is essential you to disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes**

are “spend” under the provisions of the Act.

Person Specification	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Suitable training in premises related health &amp; safety requirements. To include training related to fire safety.</li></ul>	Full driver’s licence
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of all maintenance and security issues pertaining to school sites or similar establishments.</li><li>• Experience of health and safety issues and statutory regulations.</li><li>• Experience of managing people and budgets.</li><li>• Experience of operating an online maintenance request process.</li></ul>	Experience coworking within a school environment.
<b>Skills, Knowledge</b>	<ul style="list-style-type: none"><li>• Ability to communicate well with all levels of staff and external representatives.</li><li>• Ability to construct and implement plans of work.</li><li>• Ability to effectively lead a team of people.</li><li>• Knowledge of maintenance and security within a school or similar environment.</li><li>• Knowledge of health and safety and statutory regulations</li></ul>	Awareness of environmental and sustainability strategies

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Signature .....

Date .....

Name .....