


Job Description			
Site Manager	Pinxton Village Academies		
Grade 5			
Job Purpose			
<p>The Site Manager sits at the heart of operations, leading site and cleaning teams to deliver exceptional environments. A focus on creativity, initiative, and an unwavering commitment to excellence will be instrumental in maintaining and enhancing our school buildings and grounds.</p>			
Responsibilities overview:			
<ul style="list-style-type: none"> • Leading with Impact: Oversee and inspire our site and cleaning teams to achieve the highest standards of cleanliness and maintenance. • Strategic Vision: Collaborate with our leadership team to develop and implement long-term strategies for site development and maintenance. • Budget management: Oversee our site budget effectively, prioritising projects, and seeking innovative solutions to overcome challenges. • Project Management: Coordinate and supervise site works, ensuring adherence to safety regulations and quality standards. • Operational Excellence: Conduct regular inspections, maintain accurate records, and implement robust health and safety policies and procedures. • Community Engagement: Foster strong relationships with our community, including families, staff, and children, to create a welcoming and inspiring learning environment. 			
Key Responsibilities			
<ol style="list-style-type: none"> 1. Manage a team to deliver site safety, security, compliance, cleanliness, maintenance, and development. 2. Inform and manage the school maintenance budget as allocated. 3. Assist with the determination of medium & long term strategies for building maintenance and to share direct responsibility for the day to day maintenance of the buildings. 4. Management of site projects – including delivery, overseeing school staff, and managing contractors as appropriate. 5. Liaison with contractors, obtaining quotations and supervision of contractors on site, ensuring compliance with H&S regulations and 			

quality control of the work carried out.

6. Regularly check premises, record and implement necessary repairs and make arrangements with contractors as appropriate.
7. Manage & supervise the site and cleaning team to deliver the highest standards in line with the vision of the school.
8. Management and maintenance of site systems.
9. Support the review and implementation of H&S policies and procedures including risk assessments.
10. Ensure site staff are familiar with their H&S responsibilities and appropriate training is provided.
11. Overseeing and undertaking site compliance of the schools, maintaining records and ensuring remedial works are completed.

Generic Responsibilities

12. Attending to the intruder alarms where applicable. Boarding up and making the buildings secure following acts of vandalism. Key holder responsibility
13. Attending to the heating & lighting of the premises and ensuring that the required temperatures are maintained.
14. Ensure that the boiler plant equipment, heater cabinets, are cleaned and maintained and faults reported.
15. Ensure that all exterior hard surfaces including artificial/turfed areas are kept clean, including emptying litter baskets, cleaning of drains & gulleys, salting and de-icing of hard surface areas during the winter months and moving of snow to ensure access to the premises
16. Cleaning of designated areas in the establishment (and maintenance of high standards in these areas) including overhead kitchen canopies, removing graffiti from internal & external surfaces
17. Carrying out portage duties as and when required
18. Available and attend to the requirements of the hirers of the premises for the purpose of evening and weekend lettings
19. In cases of emergency outside the working week e.g. intruders, fire, floods, etc., to attend for such as required.
20. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions
21. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
22. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
23. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

Person specification

The following requirements will be assessed through either the Application Form (AF), during the Interview (I) or as part of an Assessment (AST).

	Essential	Desirable
Qualifications		
Literacy and numeracy – Level 2/GCSE Grade C or equivalent	AF	
Full Driving Licence		AF
NVQ Qualification / Health and Safety qualification in Caretaking/Cleaning		AF/I
Experience		
Minimum of 2 years' experience in an appropriate role. This period should include time in a supervisory role.	AF/I	
Previous contract cleaning experience, basic cleaning methods and the use of equipment.		AF/I
Premises security and the ability to make secure emergency repairs		AF/I
The use of floor maintenance machines and industrial vacuum cleaners		AF/I
Maintenance of heating systems		AF/I
Teamwork and staff supervision	AF/I	
Behaviours		
Excellent communicator	I	
Professional and approachable	I	
Ability to problem-solve as part of a team or working alone	I	
Confident at following through on tasks and problem solving	I	
Initiative-taking	I	
Positive attitude	I	
Demonstrates resilience	I	
Can work collaboratively with others and develop good working relationships	I	

Skills		
Handiwork and basic maintenance skills – painting and decorating, gardening, joinery, DIY etc.	I	
Motivational skills		I
Ability to work on own initiative and within a team.	AF/I	
Ability to prioritise and multitask whilst managing stakeholder expectations	I	
Attention to detail	AST	
Proficient level of IT skills including Outlook and MS Office		AF/I
Attributes		
Demonstrate an understanding of the Flying High Partnership vision and values and how they will/do align themselves	I	
Committed to own continuing professional development	AF/I	
Committed to putting children’s education first	I	
Other		
Willingness to undertake training and train other employees as directed.	AF/I	
To understand customer needs and provide a high standard of customer service.	AF/I	
Ability to travel to all Trust sites if required		I