



Job Description – Secondary Site Manager

Responsible to	School Business Manager (working closely with Headteacher and Trust Head of Estates)
Responsible for	The overall work of site/housekeeping teams at Hayesfield
Hours of Work	37 hours Monday - Friday plus responsible for managing emergency call out response
Job Purpose	To provide high level guidance and support to the senior leadership in the school and to the site team to ensure that the school is compliant, maintained and presented to meet the needs of staff, students and visitors, achieving efficiencies and economies across the two sites where possible.

Responsibilities

- Hold regular operational meetings with the Business Manager so that the needs of staff and students are understood and school is apprised of issues with the site
- Meet with the Head of Estates for long and short term asset planning of the two sites
- Prepare and monitor planned and preventative maintenance schedules for each site, liaising with both the school and the Head of Estates regarding budgets (school budget and Condition Fund)
- Provide guidance to the site teams to meet the needs of the health and safety and statutory compliance requirements
- Provide support and advice for any emergencies at the schools
- Ensure that security arrangements across the schools are in place
- Review activities/contractors, negotiating with suppliers, to identify possible cost saving opportunities and economics of scale across the sites
- Ensure that systems are in place to have contractors inducted and appropriately supervised
- Oversee the creation of accurate inventory for the physical building assets of the school
- Support the Mat Central Estates Team with the implementation of Pirana software for both sites
- Project manage capital projects and advise on progress
- Review and have oversight of contractor performance and quality of work
- Produce and analyse information from Pirana ticket system to identify future works or actions required
- Give appropriate advice to Heads and other senior staff on premises services at each school
- Develop and maintain a five year maintenance programme
- Conduct the performance management of site staff at Hayesfield
- Support the recruitment and induction and training of additional/replacement staff as agreed with the Business Manager
- Ensure safe systems of work and risk assessments are in place for site teams and wider school
- Ensure maintenance of water hygiene records, fire safety records and electrical safety records for all the relevant site equipment.
- Carry out Trust's Head of Estates instructions in relation to training, compliance, audits and Health and Safety matters
- Ensure all COSHH and Health and Safety regulations are observed
- Ensure that the site is clean and well kept at all times

Midsomer Norton Schools Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Personal Specification

A large multi campus secondary school site manager needs a diverse set of experiences to effectively manage the complex environment of a school.

It is expected that the successful candidate would possess the following attributes:

- **Facilities Management:** Experience in maintaining and repairing buildings, grounds, and equipment is crucial. This includes knowledge of plumbing, electrical systems, HVAC, and other building trades.
- **Health and Safety:** A strong understanding of health and safety regulations and the ability to implement and enforce safety procedures is essential. This includes experience in conducting risk assessments, managing asbestos, and ensuring fire safety.
- **Security:** Experience in managing security systems, including access control, CCTV, and alarm systems, is important. This also includes developing and implementing security protocols to ensure the safety of students, staff, and visitors.
- **Contractor Management:** Site managers often work with external contractors for specialised services. Experience in selecting, supervising, and managing contractors is necessary to ensure quality work and compliance with regulations.
- **Budget Management:** Site managers are responsible for managing budgets for maintenance, repairs, and other site-related expenses. Experience in developing and managing budgets is important to ensure cost-effectiveness.
- **Emergency Response:** Schools need to have emergency plans in place for various situations, such as fires, lockdowns, and natural disasters. Experience in developing and implementing emergency response plans is crucial.
- **Communication and Interpersonal Skills:** Site managers interact with a variety of people, including students, staff, parents, and contractors. Strong communication and interpersonal skills are essential to build relationships and effectively communicate information.

In addition to these essential experiences, a large secondary school site manager should also have strong organisational and problem-solving skills, as well as the ability to work independently and as part of a team. They should also be familiar with relevant legislation and regulations related to school operations.

Essential
Responds enthusiastically to a demanding and busy environment
Experience in Facilities Management
Experience of managing staff
Experience of managing third parties/contractors
Reliable and adaptable
Sets and maintains high standards of delivery with attention to detail being essential
Ability to work to set schedules
Ability to reprioritise work at short notice, responding to urgent tasks while undertaking routine tasks
Excellent interpersonal and team working skills
Uses resources efficiently and effectively

Approachable and friendly
Good ICT Skills
Knowledge of relevant health & safety requirements
Knowledge of routine preventative maintenance
Possess and maintain a valid driving licence (travel expenses will be reimbursed)
NEBOSH or IOSH qualification
Desirable
Experience or understanding of working in an educational environment
Qualification in Health & Safety/facilities management or similar
Experience of project management
Experience of managing budgets

It is expected that the successful candidate would possess the following attributes:

4. Physical Effort

The postholder will be expected to undertake bending, stretching and lifting in the course of their duties e.g. preparing the classroom, displaying pupils work, assisting pupils during lesson times, engaging in activities led by the teacher. There may be an increased level of physical effort required for children with personal or specialist needs.

5. Working Environment

During occasional periods of supervision, there will be an expectation that the postholder will be exposed to heat and cold which on occasions, for example adverse weather conditions, may be higher than normal.

6. General

1. The postholder will be expected to undertake any appropriate training provided by the Trust and/or School to assist them in carrying out any of the above duties.
2. The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
3. The postholder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
4. This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.
5. This trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
An enhanced DBS Certificate is required for this post prior to commencement

Post Holder:		Line Manager:
Name:_____		Name:_____

Signature:_____		Signature:_____
Date:_____		Date:_____